

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Equal Employment Opportunity (EEO) Manager

DATE COMPLETED: February 14, 2024

DEPARTMENT: Human Resources Department

DIVISION: Equal Employment Opportunity (EEO)

PHYSICAL DEMAND STRENGTH RATING: Sedentary

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
While performing the following duties, the employee in this position works in a typical office setting, sitting for long periods of time and routinely using office equipment such as phones, computers, printers, photocopiers, etc., and has frequent interactions by phone, virtual formats, email, and in person with individuals and groups.						
Works during core business hours and occasionally outside normal business hours; may require hours more than 40 per week, depending upon investigative and operational needs, as required of management employees. Attends meetings both in-person, on-site and off-site, and virtually.	1	C	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	

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Assists executive management in establishing and achieving department priorities, goals, and objectives, concerning equity, diversity, inclusion, sexual harassment prevention, and other EEO and ADA-related topics. Works collaboratively with executive HR management, HR staff, department partners and leadership, boards, commissions, advisory bodies, community groups, and project stakeholders. Interprets and explains County and HR policies, procedures, and contractual agreements.	2	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site			
Intakes and assesses EEO concerns and determines an appropriate course of action. Conducts sensitive EEO investigations, interviews complainant, witnesses, and respondent(s), and makes notes of relevant data/facts.	3	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Coordinates and manages the timeline of investigation to ensure timely completion; manages multiple investigations at one time.	4	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Communicates clearly and professionally, both orally and in writing, to department staff, co-workers, managers, leadership, consultants, and any other stakeholders on EEO and Equity related matters. Responds to customer requests, calls, and emails, in writing and by phone.	5	C	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	

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Creates and maintains effective working relationships with consultants and County staff across the organization.	6	C	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Writes clear, accurate, and professional communications, including but not limited to detailed investigation reports at the conclusion of an investigation and closeout correspondence summarizing the outcome.	7	C	Computer, phone, office equipment, audio-visual equipment		Essential	
Provides advice, interpretations, and best practice recommendations to department HR Liaisons (HRLs), managers, supervisors, and employees regarding EEO topics e.g., policy, investigations, equity work, conflict resolution techniques; and the value of creating a diverse and inclusive environment that is built upon respect, inclusion, and individual dignity. Monitors County Department compliance with EEO/ADA laws and regulations and initiates corrective action.	8	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Stays current on field-related legal requirements and best practice recommendations through training and industry resources. Research as needed. Identifies training gaps; develops and provides training and training resources as needed.	9	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	

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Supports county-wide ADA Title II program needs. Participates on committees and work groups as directed as the EEO subject matter expert.	10	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Develops (drafts, posts, oversees process) RFPs and RFQs for Investigate Service Vendor services.	11	O	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Updates and maintains the EEO website to ensure current and accurate content and ease of use by customers.	12	O	Computer		Non-Essential	

PART 2: PHYSICAL DEMANDS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting	1-12	Constant			
2 Walking	1-12	Occasional			
3 Running	N/A	Never			
4 Standing	1-2,8-10	Occasional			
5 Bending-Neck	1-12	Occasional			
6 Bending-Waist	1-12	Occasional			
7 Squatting	1-12	Never			
8 Climbing	N/A	Never			
9 Kneeling	N/A	Never			
10 Crawling	N/A	Never			
11 Twisting (neck)	1-12	Occasional			
12 Twisting (waist)	1-12	Occasional			
13 Repetitive Hand Use	1-12	Constant			
14 Simple Grasping-Right Hand (opening doors, grabbing files, setting up equipment)	3,8-10	Occasional			
15 Simple Grasping-Left Hand (opening doors, grabbing files, setting up equipment)	3,8-10	Occasional			
16 Power Grasping-Right Hand	NA	Occasional			
17 Power Grasping-Left Hand	NA	Occasional			
18 Fine Manipulation-Right Hand (typing, mousing, writing)	1-12	Occasional			
19 Fine Manipulation-Left Hand (typing, mousing, writing)	1-12	Occasional			
20 Pushing and Pulling (right hand) (opening doors, grabbing files, setting up equipment)	3,8-10	Occasional			
21 Pushing and Pulling (left hand) (opening doors, grabbing files, setting up equipment)	3,8-10	Occasional			
22 Reaching (above shoulder level) (reaching for files, into cabinets)	1-12	Occasional			
23 Reaching (below shoulder level) (reaching for files, into cabinets)	1-12	Occasional			
24 Lifting-up to 10 lbs. (lifting files and equipment)	1-12	Occasional			
25 Lifting-11-25 lbs.	NA	Never			
26 Lifting-26-50 lbs.	N/A	Never			
27 Lifting 51-75 lbs.	N/A	Never			
28 Lifting 76-100 lbs.	N/A	Never			
29 Lifting 100 + lbs.	N/A	Never			
30 Carrying 0-10 lbs. (moving files and equipment)	1-12	Occasional			
31 Carrying 11-25 lbs.	NA	Never			
32 Carrying 26-50 lbs.	N/A	Never			
33 Carrying 51-75 lbs.	N/A	Never			
34 Carrying 76-100 lbs.	N/A	Never			

PART 3: SENSORY REQUIREMENTS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected	1-12	Constant			
2 Functional color vision, normal or corrected	N/A	Never			
3 Functional night vision, normal or corrected	N/A	Never			
4 Functional hearing, normal or corrected	1-12	Constant			
5 A sense of smell or taste	N/A	Never			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	Constant			
2 Follow Written Instructions	Constant			
3 Required to sustain concentration	Constant			

PART 5: NATURE OF TASKS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	Frequent			
2 Organize own work	Constant			
3 Able to ask questions or request assistance when needed	Constant			
4 Required to make decisions independently	Frequent			
5 Required to train and/or lead other staff	Frequent			
6 Required to direct other staff (e.g., planning, goal setting, performance)	Frequent			

PART 6: WORK PACE

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	Frequent			
2 Meet time-sensitive deadlines	Constant			
3 Long and/or irregular hours	Occasional			
4 Limited/unpredictable opportunities for breaks	Never			
5 Required to perform on-call or emergency work	Never			

PART 7: COMPLEXITY/VARIABILITY

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	Occasional			
2 Attention divided by issues requiring multi-tasking	Frequent			
3 Work requires precise attention to detail	Constant			
4 Use of judgment in routine matters	Constant			
5 Requires use of judgment in adapting procedures from one task to another	Constant			
6 Possible legal ramifications associated with work activities or work product	Occasional			

PART 8: INTERACTIONS WITH OTHERS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	Constant			
2 Interactions limited to giving/receiving information	Constant			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	Frequent			
4 Interactions occur under circumstances of emotional stress	Occasional			
5 Risk of confrontation with violent or assaultive clients or customers	Occasional			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	Constant			
2 Work Outside	Occasional			
3 Extreme Heat (above 100 degrees)	Never			
4 Extreme Cold (below 32 degrees)	Never			
5 Excessive Noise (must raise voice to be heard)	Occasional			
6 Vibration (e.g., jackhammer, hammer drill, chainsaw, etc.)	Never			
7 Dust, Vapors, Fumes, Smoke	Never			
8 Silica, asbestos, etc.	Never			
9 Solvents (e.g., gas, turpentine, etc.)	Never			
10 Grease, oils	Never			
11 Acidic, Caustic Solutions	Never			
12 Pesticides	Never			
13 Explosives (e.g., dynamite, bomb, etc.)	Never			
14 Cleaning supplies, abrasives	Never			
15 Other Chemicals (e.g., drugs and other contraband)	Never			
16 Human Blood, Body Tissues, or Fluids	Never			
17 Human Wastes	Never			
18 Animal Blood, Body Tissues, or Fluids	Never			
19 Animal Wastes	Never			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	Never			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	Never			
22 Biomedical Waste	Never			
23 Ionizing Radiation	Never			
24 Non-Ionizing Radiation	Never			
25 Electrical Energy	Never			
26 Walking on uneven, slippery, or rough surfaces	Never			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	Never			
28 Proximity to moving vehicles or objects	Occasional			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	Never			
30 Contact with water, other liquids, humid conditions - not weather-related	Never			
31 Work Below Ground: (e.g., excavation, trench, etc.)	Never			
32 Potential exposure to airborne infectious diseases (e.g., clinics, labs, corrections)	Never			
33 Operates non-commercial motor vehicles (cars, trucks)	Occasional			
34 Operates commercial vehicles – CDL Class Endorsements	Never			
35 Operates passenger van to transport clients, inmates, etc.	Never			
36 Pulls non-commercial trailers or equipment	Never			
37 Operates heavy equipment	Never			
38 Other:				

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one-time, annual, etc.)
1 Audiometric Testing			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam			
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard			
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test			
12 Vaccine: MMR			
13 Vaccine: Hepatitis B			
14 Vaccine: Influenza			
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.