

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Risk Management Analyst I/II
DEPARTMENT: Human Resources
PHYSICAL DEMAND STRENGTH RATING: Light/Sedentary

DATE COMPLETED: 1/12/2022
DIVISION: Risk-Disability Management

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, employees in this position work in a typical office setting, sitting for long periods of time and routinely using office equipment such as computers, phones, photocopiers, fax machines, etc.	1	C	Computer, phone, and general office equipment		Essential	
Reduce risk of legal action against the County by providing leave case management oversight, including analyzing cases and providing guidance to department management and leadership regarding employees leaves of absence to ensure compliance with federal and state laws, County policies and procedures, negotiated union contracts, best practices, Salary Resolution, and any other pertinent local or Board orders.	2	C	Computer, phone, and general office equipment	Expected to complete Disability Management certification program, typically within first year.	Essential	
Maintain accurate case management documentation and records in the designated claim management system to ensure a full and complete record and accurate data.	3	C	Computer, phone, and general office equipment		Essential	

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Manage and execute projects related to the County's Disability Management, Risk Management, and other Human Resources initiatives, as assigned.	4	O	Computer, phone, and general office equipment		Essential	
Communicate professionally orally and in writing, and in-person (including virtually) with vendors, claimants, legal counsel, County department staff and leadership, employees, union representatives, and all stakeholders and customers.	5	F	Computer, phone, and general office equipment		Essential	
Coordinate, prepare, lead and attend meetings, in-person and virtually, with vendors, claimants, legal counsel, County department staff and leadership, employees, union representatives, and all stakeholders and customers on Disability Management related issues. Lead IAP meetings as needed.	6	F	Computer, phone, and general office equipment; may need to drive to meeting site		Essential	
Identifies training needs and develops and delivers training and presentations (both in-person and virtually) to groups as needed.	7	O	Computer, phone, and general office equipment; may need to drive to meeting site		Essential	
Collaborates with and maintains effective working relationships with co-workers, department managers and supervisors, third party administrators, county employees, and other stakeholders. Solicits input and participation from stakeholders; remains calm and professional when dealing with emotional situations.	8	C	Computer, phone, and general office equipment; may need to drive to meeting site		Essential	
Write and edit clear communications, including but limited to: IAP meeting recaps, summaries of research and recommendations, medical questionnaires, communications out to departments and employees on DM related issues, Board items, and Requests for Proposals. Writes, reviews, and/or revises county disability management policies and updates materials, letters, and contract language as directed.	9	C	Computer, phone, and general office equipment		Essential	
Participates in training, research, study, and reading, both on and off-site, to keep current on relevant laws and regulations, case law, administrative regulations, etc. and to maintain and enhance required knowledge, skills, and abilities.	10	O	Computer, phone, and general office equipment; may need to drive/travel to trainings		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	1-10	C		
2	Walking	6,7,10	O		
3	Running	NA	N		
4	Standing	6,7,10	O		
5	Bending-Neck	1-10	F		
6	Bending-Waist (e.g. lower file drawers)	1-10	O		
7	Squatting	NA	N		
8	Climbing (stairs, in/out of car)	6,7,10	O		
9	Kneeling	NA	N		
10	Crawling	NA	N		
11	Twisting (neck)	1-10	F		
12	Twisting (waist)	1-10	F		
13	Repetitive Hand Use	1-10	C		
14	Simple Grasping-Right Hand	1-10	O		
15	Simple Grasping-Left Hand	1-10	O		
16	Power Grasping-Right Hand (e.g. lifting boxes, files, etc.)	NA	N		
17	Power Grasping-Left Hand (e.g. lifting boxes, files, etc.)	NA	N		
18	Fine Manipulation-Right Hand (e.g. using paperclips, stapling, typing, mousing)	1-10	C		
19	Fine Manipulation-Left Hand (e.g. using paperclips, stapling, typing, mousing)	1-10	C		
20	Pushing and Pulling (right hand) (e.g. file drawers, doors)	1-10	O		
21	Pushing and Pulling (left hand) (e.g. file drawers, doors)	1-10	O		
22	Reaching (above shoulder level) (e.g. overhead storage cabinets, writing on a whiteboard)	1-10	O		
23	Reaching (below shoulder level) (e.g. reaching across a table, accessing a low file drawer)	1-10	O		
24	Lifting-up to 10 lbs. (taking laptop to meetings, carrying files)	1-10	O		
25	Lifting-11-25 lbs.	NA	N		
26	Lifting-26-50 lbs.	NA	N		
27	Lifting 51-75 lbs.	NA	N		
28	Lifting 76-100 lbs.	NA	N		
29	Lifting 100 + lbs.	NA	N		
30	Carrying 0-10 lbs.	1-10	O		
31	Carrying 11-25 lbs.	NA	N		
32	Carrying 26-50 lbs.	NA	N		
33	Carrying 51-75 lbs.	NA	N		
34	Carrying 76-100 lbs.	NA	N		

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		C		
2	Functional color vision, normal or corrected		N		
3	Functional night vision, normal or corrected		N		
4	Functional hearing, normal or corrected		F		

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
5 A sense of smell or taste		N			

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	F			
2 Follow Written Instructions	F			
3 Required to sustain concentration	C			

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	F			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	F			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

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	C			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	N			

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	F			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	C			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	C			
6 Possible legal ramifications associated with work activities or work product	F			

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)	C			
2 Interactions limited to giving/receiving information	O			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	C			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
customers				

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	C			
2 Work Outside	N			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees)	N			
5 Excessive Noise (must raise voice to be heard)	N			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	N			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	N			
10 Grease, oils	N			
11 Acidic, Caustic Solutions	N			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	N			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	N			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects	N			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
30 Contact with water, other liquids, humid conditions - not weather related	N			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks)	O			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:	NA			

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			

No requirements.

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.

None.