COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Safety Analyst I/II DEPARTMENT: Human Resources Department PHYSICAL DEMAND STRENGTH RATING: Light

DATE COMPLETED: August 25, 2022 DIVISION: Risk Management Safety

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		 D. Equipment or tools used to	E. Specialized Expertise, License,		Medical Provider Use Only: For each job duty/function, indicate
	#	perform (Describe)	Certification Required?		in this column "Can Perform", is
			(Describe)		"Temporarily Restricted" from
					performing, or is "Permanently
					Restricted" from performing.
While performing the following duties, employees in this position	1	Computer,		Essential	
work in a typical office setting (on or off site) and in the field as		Phone/Headset, and			
needed for meetings with departments and to conduct field		general office			
consultation to county operations. Office work involves sitting for		equipment			
long periods of time, routinely using office equipment including					
computers, phones, and photocopiers. Field work can include					
working outdoors for extended periods of time and site visits in					
remote, unestablished, rough terrain.					
Maintains a general working knowledge of current Fed-OSHA, Cal-	-	Computer,		Essential	
OSHA, applicable labor and penal codes, County, and assigned	2	Phone/Headset, and			
departmental safety programs in relation to Occupational Health		general office			
and Safety (OHS).		equipment, and			
		reference material			

Page 2	
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A. Job Duty/Function Analyze matrix based OHS leading and lagging indicator data, loss	Duty #	Rating	tools used to	E. Specialized Expertise, License, Certification Required? (Describe)		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.
and experiential data, department safety processes, initiatives, and operational procedures for compliance with industry best practices and regulatory compliance. Researches regulatory information, and performs general benchmarking, Gap, and Hazard Assessment analysis. Prepares/communicates responses and recommendations regarding interpretation of regulations and findings.			Phone/Headset, and general office equipment			
Support and participate in RFP process for vendor procurement as directed. Manage vendor contracts; manage and coordinate contracted consultants.	54		Computer, Phone/Headset, and general office equipment			
Facilitate communication and training with department Safety Coordinators and client department management. Foster a collaborative working relationship with client department stakeholders and across County HR units. Partner with Safety Unit team members and provide resources and information to team members. Assist with training of new staff. Provide direction to HR Tech in support of the Safety Unit.	5		Computer, Phone/Headset, and general office equipment		Essential	
Actively develop an understanding of client department operations and needs through in-person observation of operations, facility and worksite walkthroughs, and conversation with department employees/management. Identify potential areas of concern and/or gaps. Research and recommend potential solutions to stakeholders using available resources and contracted professionals as appropriate. Recommend actions and solutions. Document findings and recommendations.			Camera, County provided cell phone, tablet device, EHS monitoring equipment, and appropriate personal protective equipment		Essential	
Support departments in the implementation of County Safety Program including County-wide safety program initiatives. Elements include obtaining department management support, mentoring safety coordinators, developing written programs, processes, communication materials, training programs, holding meetings, presenting technical information, providing recommendations, and providing other resources.	7		Computer, Phone/Headset		Essential	

		Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	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.
Advise and support department management, safety coordinators, and employees on safety programs, policies, safety management processes, regulations, hazard assessment, incident response and corrective actions. Department guidance may be initiated by Risk for high-risk issues or county initiatives or upon request by the dept.	8		Computer, Phone/Headset		Essential	
Travel to a variety of locations including Fairgrounds, detention and other County facilities when conducting site visits and audits of department operations. Drive to County department locations.	9		County provided or personal vehicle and a valid California driver's license	Non commercial Driver's License	Essential	
Participate in unplanned Cal-OSHA site visits, post critical incident or accident site inspections, provide guidance to depts., and assist with corrective actions.			County provided or personal vehicle and a valid California driver's license	Non commercial Driver's License	Essential	
Partners with other HR units in support of HR wide initiatives as needed.	11		Computer, Phone/Headset, and general office equipment		Essential	

PART 2: PHYSICAL DEMANDS

	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY:
Activity	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
4 C''''	Requiring Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Sitting	1-11	C			
2 Walking (site visits/walkthroughs)	6,9,10	0			
3 Running	N/A	N			
 4 Standing (standing in a facility or location during site visit) 	6,9,10	0			
5 Bending-Neck (looking under and around items a site; working on a computer)	1-11	F			
6 Bending-Waist	1-11	0			
(e.g. lower file drawers)	1 11				
7 Squatting	1-11	0			
8 Climbing (stairs, ladders, in/out of car)	6,9,10	0			
9 Kneeling	6,9,10	0			
10 Crawling	6,9,10	0			
11 Twisting (neck)	1-11	F			
12 Twisting (waist)	N/A	N			
13 Repetitive Hand Use	1-11	F			
14 Simple Grasping-Right Hand	1-11	0			
15 Simple Grasping-Left Hand	1-11	0			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (typing,		F			
mousing, stapling, paperclips, etc.)	1-11	r r			
19 Fine Manipulation-Left Hand (typing, mousing, stapling, paperclips, etc.)	1-11	F			
20 Pushing and Pulling (right hand) (e.g. file drawers, doors, gates)	1-11	0			
21 Pushing and Pulling (left hand) (e.g. file drawers, doors, gates)	1-11	0			
22 Reaching (above shoulder level) (e.g. overhead storage cabinets, writing on a whiteboard)	1-11	0			
23 Reaching (below shoulder level) e.g. reaching across a table, accessing a low file drawer)	1-11	0			
24 Lifting-up to 10 lbs.	1-11	F			
25 Lifting-11-25 lbs. (File boxes, safety equipment?)	1-11	0			
26 Lifting-26-50 lbs.	N/A	Ν			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs.	1-11	F			
31 Carrying 11-25 lbs.	1-11	0			
32 Carrying 26-50 lbs.	N/A	N			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			
ART 3: SENSORY REQUIREMENTS	IN/A	11			

Page 4

PART 3: SENSORY REQUIREMENTS

	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
Activity	Requiring Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Functional vision, normal or corrected	1-11	С			
2 Functional color vision, normal or corrected	N/A	Ν			

Page 5

	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
Activity	Requiring Activity	Frequent, or Constant	Perform	Restricted	Restricted
3 Functional night vision, normal or corrected	1-5	0			
4 Functional hearing, normal or corrected	1-5	С			
5 A sense of smell or taste	1-5	0			

PART 4: COMPREHENSION LEVEL

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

PART 5: NATURE OF TASKS

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

PART 6: WORK PACE

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Tightly scheduled and rapid pace of work activities at	F			
high volume				
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	0			
4 Limited/unpredictable opportunity for breaks	0			
5 Required to perform on-call or emergency work	0			

PART 7: COMPLEXITY/VARIABILITY

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

PART 8: INTERACTIONS WITH OTHERS

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

Activity Frequent, or Constant Perform Restricted 1 Work Inside 0 1 2 Work Outside 0 1 3 Extreme Heat (above 100 degrees) 0 1 4 Extreme Cold (below 32 degrees) 0 1 5 Excessive Noise (must raise voice to be heard) 0 1 6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.) N 1 7 Dust, Vapor, Fumes, Snoke 0 1 8 Silica, asbestos, etc. N 1 9 Solvents (e.g., gas, turpentine, etc.) N 1 11 Acidic, Caustic Solutions N 1 12 Pesticides N 1 13 Explosives (e.g., dynamite, bomb, etc.) N 1 14 Cleaning supplies, abrasives 0 1 15 Other Chemicals (e.g. drugs and other contraband) N 1 14 Human Nestes N 1 15 Animal Blood, Body Tissues, or Fluids N 1 16 Animal Wastes N 1 21 Insect Bites (e.g., ticks, mosquites, spiders, etc.) N			MEDICAL	PROVIDER	USE ONLY
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33 Operates non-commercial motor vehicles (cars, trucks) O Image: Commercial vehicles - CDL N 34 Operates commercial vehicles - CDL N Image: Commercial vehicles - CDL Image: Commercial vehicles - CDL N Image: Commercial vehicles - CDL Image: Commercial veh		Ŭ			
34 Operates commercial vehicles – CDL N ClassEndorsements N 35 Operates passenger van to transport clients, inmates, etc. N 36 Pulls non-commercial trailers or equipment N 37 Operates heavy equipment N		0			
Class Endorsements Image: Class series and the series of the series					
36 Pulls non-commercial trailers or equipmentN37 Operates heavy equipmentN		i N			
37 Operates heavy equipment N N	35 Operates passenger van to transport clients, inmates, etc.	N			
37 Operates heavy equipment N N	36 Pulls non-commercial trailers or equipment	N			
38 Other:		N			
	38 Other:				

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

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.

			Frequency (one time,
Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	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		Х	Periodic
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.