

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

Department: Health Services	Division: Animal Services
Classification: Animal Control Officer I/II	DOT Occupation Code #: 379.263-010; 379.673-010
Date of Analysis: Site Visits- 1/2016, 7/2017	Physical Demand Strength Rating: Very Heavy (modified per job analysis)

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 (Section 8) 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 use Section 8 to provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

PART 1 - JOB DUTIES/FUNCTIONS:

This section is used to describe the job duties or functions performed by incumbents of this position, and to determine if the duty/function is essential. Please refer to the “Instructions” for details on completing the columns below.

Frequency Rating	Percent of Time	Repetition (# Times Each Shift)	Range of hours based on length of shift			
			8 hr shift	9 hr shift	10 hr shift	12 hr shift
Never (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

A. Job Duty/Function	B. Job Duty #	C. Freq. Rating	D. Equipment or tools used to perform (Describe)	E. Specialized expertise, license or skill required to perform? (Describe)	F. Reason position exists? (Y/N)	G. # EEs avail to perform	H. Essential or Non- Essential	Medical Provider Use Only; if restrictions identified, indicate if temporary or permanent.		
								Can Perform	Temporarily Restricted	Permanently Restricted
Uses good judgment and discretion while enforcing compliance with state laws, regulations, and local ordinances including: responds to and investigates complaints concerning stray, injured, abused, deceased, rabid, or vicious animals; walks over all types of surfaces, including uneven and slippery surfaces and climbs over fences or other obstacles to visually inspect animal/facility conditions and collect evidence; issues citations, warnings and abatement notices for violations.	1	C	Radio, Duty Belt, Bullet Proof Vest, Bolt Cutters, Gloves	POST PC 832 Training	Y	12	E			
Drives a truck to investigate complaints, respond to calls, perform inspections, and transport animals; secures and pulls trailers; transmits, receives, monitors, and responds to radio communications while driving; sits for long periods of time; operates duty vehicle computer and radio; uses radio to	2	F	Duty truck, Livestock trailer, Winch, Ramp	Driver’s License	Y	12	E			

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dispatch other officers in the field; inspects vehicle and equipment and reports any damage, safety, or maintenance issues.										
Captures, restrains, and controls fleeing, struggling, and injured animals (including dogs, cats, horses, cows, etc.) including: uses good judgment and discretion to assess animals, persons, and situations and determine appropriate course of action, including need for back-up; recognizes illnesses, habits, behaviors, and common diseases of animals using sight, sound, and smell; snares animals with net, rope, catch pole or other device; loads animals weighing more than 100 pounds into truck or trailer using cages, winch, ramps, or catchpoles; walks, runs, climbs, crawls, and moves quickly to avoid injury while pursuing or evading animals.	3	O	Duty Truck, Traps, Animal Control Pole, Cages, Winch, Ramp, Duty Belt, Bullet Proof Vest, Capture nets, Baton, Pepper Spray	Driver's License	Y	12	E			
Points, aims, and fires rifle or shotgun in critical, high stress situations to dispatch suspected rabid and/or unrestrained vicious or attacking animals; practices use of firearms; secures, cleans and maintains firearms.	4	O	Rifle or Shotgun	POST PC 832 Training	N	12	E			
Performs commercial and private kennel inspections to assure compliance with applicable laws and ordinances including: walks over all types of surfaces, including uneven and slippery surfaces and climbs over fences or other obstacles to visually inspect and gather information about animal/facility conditions; reviews records and files for compliance.	5	O			Y	12	E			
Uses a firearm to perform emergency field euthanasia of injured animals or wildlife.	6	O	Firearm, Rifle or Shotgun		N	12	E			
Completes data entry and paper work for reports, citations, warning notices and abatement notices.	7	O	Computer		N	12	E			
Testifies in court to make persuasive and critical presentations of facts, arguments and rebuttals.	8	O			N	12	E			
Conducts quarantines of animals that have bitten humans or other animals; or animals infected by pests and diseases that require quarantine, i.e. Rabies/Parvo.	9	O	Animal Control Pole, Cage, Gloves, Mask		Y	12	E			
Assists Law Enforcement and other agencies in high stress, emergency situations (e.g., execution of warrants, medical emergencies, cock fighting raids, relocation of animals during fires, floods, earthquakes) where animal control/management skills are required..	10	O	Duty Belt, Vest, First Aid Kit, Cages	POST PC 832 Training	Y	12	E			

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Communicates with the public, in person and by phone or email, to provide information concerning animal regulations and to investigate and respond to complaints; maintains a calm, courteous demeanor when dealing with angry, upset, and emotional pet owners or other members of the public.	11	O	Phone, Computer		N	12	E			
Provides training and technical direction to new officers.	12	O			N	12	E			
Works outdoors in all types of terrain, vegetation, and weather conditions, performing duties in both daylight and dark/dim conditions.	13				Y	12	E			
Performs all field duties while wearing duty belt weighing approximately 7 pounds; may also wear a bullet proof vest weighing approximately 6 pounds.	14				N	12	E			
Works long and irregular hours, including nights, weekends, and holidays during response and recovery phases of emergency situations (floods, fires, etc.); subject to stand-by/call-back 1-2 nights per week requiring frequent response to after hour calls.	15				N	12	E			

PART 2: PHYSICAL DEMANDS:

Physical Activity	Job Duty # (s)	Frequency Rating				Medical Provider Use Only; if restrictions identified, indicate if Temporary or Permanent.		
		N	O	F	C	Can Perform	Temporarily Restricted	Permanently Restricted
Sitting	1,2,5,7,8,11,12			X				
Walking	1,3,4,5,6,9,10,12			X				
Running (e.g. pursuit/evasion of animals, responding to emergency situations)	3,10		X					
Standing	1,3,4,5,6,9,10,12			X				
Bending (neck)	1-7,9,10			X				
Bending (waist)	1,3,5,9,10		X					
Squatting	1,3,4,5,6,9,10		X					
Climbing	1,3,5,6,9,10		X					
Kneeling	1,3,5,6,10		X					
Crawling	1,3,5,10		X					
Twisting (neck)	1,2,3,5,7,9,10,11			X				
Twisting (waist)	1,2,3,5,9,10		X					
Repetitive Hand Use (e.g., using computer)	2,7,11			X				
Simple grasping (right hand)	2,11			X				
Simple Grasping (left hand)	2,11			X				
Power Grasping (right hand)(e.g., capture and control animal with animal control pole, firing rifle or shotgun)	3,4,6,9,10		X					
Power Grasping (left hand) (e.g., capture and control animal with animal control pole, firing rifle or shotgun)	3,4,6,9,10		X					
Fine Manipulation (right hand)(e.g., using two-way radio, using computer, loading/unloading/maintenance of firearm, rifle or shotgun)	1,2,4,6,11		X					
Fine Manipulation (left hand)) (e.g., using two-way radio, using computer, loading/unloading/maintenance of firearm, rifle or shotgun)	1,2,4,6,11		X					
Pushing and Pulling (right hand) (e.g., while handling, loading a captured animal)	3,10		X					
Pushing and Pulling (left hand) (e.g., while handling, loading a captured animal)	3,10		X					
Reaching (above shoulder level) (e.g., to access winch or items in back of truck)	2,3,4,6,10		X					
Reaching (below shoulder level)	2,3,5,6,9,10			X				
Lifting-up to 10 lbs.	1,2,3,4,9,10			X				
Lifting-11-25 lbs.	1,3,4,6,9,10			X				
Lifting-26-50 lbs.(e.g., cage or captured animal)	3,10			X				
Lifting 51-75 lbs. (e.g., captured animal)	3,10		X					
Lifting 76-100 lbs. (e.g., captured animal)	3,10		X					
Lifting 100 + lbs. (e.g., captured animal)	3,10		X					
Carrying 0-10 lbs.	1,2,3,4,9,10			X				
Carrying 11-25 lbs.	1,3,4,6,9,10			X				
Carrying 26-50 lbs.(e.g., cage or capture animal)	3,10			X				
Carrying 51-75 lbs. (e.g., captured animal)	3,10		X					
Carrying 76-100 lbs. (e.g., captured animal)	3,10		X					

PART 3: OTHER REQUIREMENTS:

SENSORY REQUIREMENTS	Job Duty #(s)	Frequency Rating				Medical Provider Use Only; if restrictions, indicate if Temporary or Permanent		
		N	O	F	C	Can Perform	Temporarily Restricted	Permanently Restricted
Functional vision, normal or corrected	1-12				X			
Functional color vision, normal or corrected (e.g. to identify specific animal, to identify wound or infection)	1,3,4,5,6,8		X					
Functional night vision, normal or corrected (when working early morning or nighttime work assignments)	1-6, 9-11		X					
Functional hearing, normal or corrected	1-12				X			
A sense of smell or taste(to smell signs of common diseases or infections of animals)	3,5			X				
MENTAL DEMANDS								
Comprehension Level								
Follow Oral Instructions	2,3,6,8,9,10			X				
Follow Written Instructions	1,4,5,6,7,8,9,11,12			X				
Required to sustain concentration	1-12				X			
e.g. Nature of Tasks								
Follow set procedures	1-12				X			
Organize own work	1,2,3,5,7,11,12				X			
Able to ask questions or request assistance when needed	1,3,5,6,9,10				X			
Required to make decisions independently	1,2,3,4,5,6,8,9,10,11,12			X				
Required to perform on-call or emergency work	2,3,4,6,9,10			X				
Required to train and/or lead others(provide training and technical direction to new officers)	12		X					
Required to direct others including planning, goal setting, and holding others accountable for performance	N/A	X						
Work Pace								
Tightly scheduled and rapid pace of work activities at high volume	1,3			X				
Deal with emergency situations	1,2,3,4,6,9,10,11			X				
Meet time sensitive deadlines (e.g., responding to complaints, filing reports, issuing citations, quarantines)	1,7,9			X				
Long and/or irregular hours	2,3,4,6,10			X				
Limited/unpredictable opportunity for breaks	3,10		X					
Complexity/Variability of Tasks								
Variable and unpredictable workflow	1,3,6,7,9,10				X			
Attention divided by issues requiring multi- tasking	1-6,7,9,10,11			X				
Work requires precise attention to detail	1-12			X				
Use of judgment in routine matters	1,2,3,5,7				X			
Requires use of judgment in adapting procedures from one task to another	1,3,4,6,8,9,10,11				X			

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		N	O	F	C	Can Perform	Temporarily Restricted	Permanently Restricted
Possible legal ramifications associated with work activities or work product	1-11			X				
Interactions with Others								
Works with others (co-workers, other departments/agencies, public)	1,3,5,6,7,8,9,10,11,12				X			
Interactions limited to giving or receiving information	2,12			X				
Interactions exceed giving/receiving information such as providing advice, influencing, persuading, and justifying	1,5,8,10,11			X				
Interactions occur under circumstances of emotional stress	1,3,4,6,8,9,10,11			X				
Risk of confrontation with violent or assaultive clients or customers	1,3,4,5,6,9,10,11				X			

PART 4 - ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

ENVIRONMENTAL FACTORS/WORKING CONDITIONS	Job Duty #(s)	Frequency Rating				Medical Provider Use Only; if restrictions, indicate if Temporary or Permanent		
		N	O	F	C	Can Perform	Temporarily Restricted	Permanently Restricted
Work Inside	1,2,5,7,8,9,10,11			X				
Work Outside	1,3,4,5,6,9,10			X				
Extreme Heat (above 100 degrees)	1,3,4,5,6,9,10		X					
Extreme Cold (below 32 degrees)	1,3,4,5,6,9,10		X					
Excessive Noise (must raise voice to be heard)	3,4,5,6,10			X				
Vibration (jack hammer, hammer drill, chainsaw, bulldozer, etc.)	N/A	X						
Dust, Vapors, Fumes, Smoke.(may be exposed when responding to an emergency, while investigating complaints and inspecting private kennels)	1-6,10			X				
Silica, asbestos, etc.(may be exposed while investigating complaints and inspecting private kennels)	1,3,5,10		X					
Solvents (used to clean fire arms)	4,6,10		X					
Grease, oils	1,2,3,5,10		X					
Acidic, Caustic Solutions	1,3,5,10		X					
Pesticides (e.g., flea, tick, and mange treatment)	1,2,3,5,9,10		X					
Explosives		X						
Cleaning supplies, abrasives	1,3,4,5		X					
Other Chemicals:	N/A	X						
Human Blood, Body Tissues, or Fluids (animal bites)	1,3,9,10		X					
Human Wastes (hoarder situations)	1,3,9,10		X					
Animal Blood, Body Tissues, or Fluids	1,3,4,5,6,9,10			X				
Animal Wastes	1,3,4,5,6,9,10			X				
Biological Toxins (poison ivy, poison oak, anthrax, etc.)	1,3,4,5,6,9,10		X					
Insect Bites (ticks, mosquitos, spiders, etc.)	1-11		X					
Biomedical Waste	1,3,5,10		X					
Ionizing Radiation	N/A	X						

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		N	O	F	C	Can Perform	Temporarily Restricted	Permanently Restricted
Non-Ionizing Radiation	N/A	X						
Electrical Energy	10	X						
Walking on uneven or rough terrain (gravel, rocks, hills, etc.)	1,3,4,5,6,9,10,13				X			
Proximity to moving mechanical parts (equipment, tools, or machinery)	2,3,10		X					
Proximity to moving vehicles or objects	2,3,10			X				
Heights (rooftop, ladders, scaffolding, etc.)	1,3,5,6,10		X					
Contact with water or other liquids or exposure to non-weather related humid conditions	1,3,5,10		X					
Work Below Ground: (basement, excavation, trench)(while investigating a complaint, attempting to capture an animal)	1,3,10		X					
Potential exposure to infectious diseases(when handling a diseased animal)	1,3,5,9		X					
Operates non-commercial motor vehicles (cars, trucks)	1,2,3,5,10			X				
Operates commercial vehicles – Commercial license required Class _____	N/A	X						
Operates passenger van to transport clients, inmates, etc.	N/A	X						
Pulls non-commercial trailers or equipment (Livestock trailer)	2,3		X					
Operates heavy equipment (backhoe, loader, water truck, etc.)	N/A	X						
Other:	N/A	X						

PART 5 - 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	Job Duty #(s)	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
Audiometric Testing	4,6		x	annual
DOT Drug and Alcohol Screening				
DOT Physical Exam				
Respirator Physical Exam				
Respirator Questionnaire – Short				
Respirator Questionnaire – Standard				
Blood lead level				
Hazardous Waste/Emergency Worker physical				
Heavy metal screen (mercury, lead, arsenic)				
HINT Hearing Noise Sensitivity Testing				
Tuberculosis skin test				
Vaccine: MMR				
Vaccine: Hepatitis B				
Vaccine: Influenza		X		
Vaccine: Meningococcal				
Vaccine: Pneumococcal				
Vaccine: Rabies	3,4,9,10	X		
Vaccine: Tdap				
Vaccine: Chickenpox				

PART 6- ADDITIONAL INFORMATION (PICTURES, DESCRIPTIONS, ETC.)



Standard Issue Bullet Proof Vest-6 lbs.



Standard Issue Duty Belt- 7 lbs.



Console for Computer in Vehicle



Center Console (Driver's Side)



Center Console (Passenger's Side)



Winch- Top Right of Vehicle-72 inches



Winch- 72 inch to hook



Ramp- 14 lbs. pull force



Tail Gate- 26 lbs. lift over-head



45 inch reach with gate chained
35 inch reach with gate down (shown)



First Aid Kit Storage- Top Right Corner
In back of truck (over-head)



First Aid Kit- Standard Issue
14" x 12" x 6" – 12lbs



Truck Step/bumper - 23inches high



Animal Trap- 42" x 16" x 15"
Weighs-30 lbs. (Empty)



Dead Box with Trap- 51.5 lbs. pull force,
Assuming 30 lbs. animal



Cage Compartment - Small, 41 inches high
Large/Ramp- 34 inches high



Large Animal Cage – 72" x 21.5" x 27"
Weighs- 44 lbs. (empty)



Livestock Trailer