

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Child Protective Services Social Worker  
**DEPARTMENT:** Human Services Department  
**PHYSICAL DEMAND STRENGTH RATING:** Medium

**DATE COMPLETED:** April 2019  
**DIVISION:** Family, Youth, and Children

**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 the\*re 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 class must remain calm and professional, making quick decisions while dealing with emergency situations and emotionally distraught, mentally ill, and abusive people; diffuse difficult and stressful situations and manage personal feelings regarding clients. Employees in this position work both in the office and in the field; and may rotate assignments or provide back-up, depending on department needs.						
Responds to emergency requests for protective services for family, youth, and children, where physical or emotional welfare is involved; responds by phone, or by driving to off—site locations, including residences and a variety of public settings; works stand-by outside of normal working hours, and on weekends and holidays, on a scheduled, rotating basis	1	O	Phone, Computer, Vehicle	CA Driver’s License	E	
Timely investigates reports of abuse, neglect, or exploitation;	2	F	Phone, Computer,	CA Driver’s License	E	

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conducts interviews and assessments to evaluate risk, support systems, and nature and degree of problems; develops case plans; provides protective services to youth and children where physical or emotional welfare is involved; physically removes youth and children from a harmful situation or environment; transports youth to safe locations within the County, the State, or out of State.			Vehicle			
Travels to and visits off-site locations, including sites that are hazardous, unsafe, and dirty; walks on uneven terrain; travels within or out of County via automobile; flies by commercial airplane to distant and multiple locations to ensure state mandates are met; travels for multiple days at a time.	3	F	Vehicle	CA Driver's License	E	
Maintains case work records and prepares reports, forms, correspondence and accounting paperwork within established timelines; enters data into computer systems.	4	F	Phone, Computer		E	
Makes persuasive and critical presentations of facts, arguments and rebuttals, and defends recommendations verbally and in writing, including in Court settings.	5	O	Phone, Computer		E	
Provides on going case management, problem-solving, counseling and support to clients: visits clients in their homes and other institutions; assesses client progress and updates case plans; participates in treatment planning; facilitates meetings and other interactions with family members; coordinates placements and referrals to community resources and other services.	6	F	Vehicle, phone, computer	CA Driver's License	E	
Transports and assists clients with appointments; carries infants and toddlers; loads and unloads clients' assistive devices, car seats, and strollers weighing up to 36 pounds.	7	O	Vehicle, Car Seat, Stroller, Wheel Chair	CA Driver's License	E	
Procures and delivers to client's residence necessary provisions (i.e. diapers, formula, food); assists in transporting personal belongings when clients are placed in a safe environment; loads, unloads, and carries items weighing up to 16 pounds up/down stairs or inclines and over uneven or slippery surfaces.	8	O	Vehicle, bags, boxes, hand truck	CA Driver's License	E	
Communicates with and relates to clients in person, by telephone and via computer/electronic devices to schedule, facilitate, and attend meetings; constructively collaborates with clients, family members, guardians, Foster parents; co-workers, supervisors, attorneys, and other agencies involved with a case in a variety of	9	F	Phone, Computer, Vehicle	CA Driver's License	E	

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residential and public settings; provides counseling and emotional support, defuses emotional situations, and ensures needs are being met.						
Participates in continuous training to maintain and enhance knowledge and skills and meet program requirements, including all-day and multi-day training and conferences; develops and maintains knowledge of community resources and other services to coordinate placements, referrals and other services.	10	O	Phone, Computer		E	
Makes presentations and provides training to groups.	11	O	Computer, audio visual equipment; whiteboard, easel		E	

**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 (driving, using computer and phone, attending meetings, testifying in court)	1-11	C			
2 Walking	1-3, 6-9	O			
3 Running (escorting children, playing)	1,26,7,9	O			
4 Standing (using computer at sit/stand workstation)	1-9,10	O			
5 Bending (neck)	1-11	F			
6 Bending (waist)	2,7,8	O			
7 Squatting (e.g. to communicate at eye level with small children, children in strollers and clients in wheel chairs)	2,7,8	O			
8 Climbing	2,7,8	O			
9 Kneeling (e.g. to communicate at eye level with small children, children in strollers and clients in wheel chairs)	2,7,8	O			
10 Crawling	N/A	N			
11 Twisting (neck)	1-11	O			
12 Twisting (waist)	2,7,8	O			
13 Repetitive Hand Use	1-4,6-10	F			
14 Simple grasping (right hand)	1-4,6-10	F			
15 Simple Grasping (left hand)	1-4,6-10	F			
16 Power Grasping (right hand)	7,8	O			
17 Power Grasping (left hand)	7,8	O			
18 Fine Manipulation (right hand)	2,4,9	O			
19 Fine Manipulation (left hand)	2,4,9	O			
20 Pushing and Pulling (right hand) (e.g. wheel chair, stroller, hand truck/cart)	7,8	O			
21 Pushing and Pulling (left hand) (e.g. wheel chair, stroller, hand truck/cart)	7,8	O			
22 Reaching (above shoulder level) (e.g. storage of files or binders on higher shelves)	4	O			
23 Reaching (below shoulder level)	1-4,6-9	O			
24 Lifting-up to 10 lbs. (e.g. toddler booster car seat, portable stroller)	7,8	O			
25 Lifting-11-25 lbs. (e.g. formula, empty infant car seat/carrier, stroller)	7,8	O			
26 Lifting-26-50 lbs. (e.g. wheel chair, occupied infant car seat/carrier, stroller)	7	O			
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. (e.g. toddler booster car seat, portable stroller)	7,8	O			
31 Carrying 11-25 lbs. (e.g. formula, empty infant car seat/carrier)	7,8	O			
32 Carrying 26-50 lbs. (e.g. wheel chair, occupied infant car seat/carrier, stroller)	7	O			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	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	1-11	C			
2 Functional color vision, normal or corrected (e.g. to identify signs or symptoms of abuse or neglect)	1,2,5	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
3 Functional night vision, normal or corrected (e.g. early morning or late night work assignments)	1,2,3,6,8,9	C			
4 Functional hearing, normal or corrected	1-3,5-11	C			
5 A sense of smell or taste (e.g. to smell unsafe living conditions, smell of drugs, assess the cleanliness of client/clothing)	1,2,7,8	F			

**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	C			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	F			
5 Required to train and/or lead others (e.g. facilitates meetings and interactions with family members, working with clients to establish treatment plans/goals and progress towards them)	F			
6 Required to direct others including planning, goal setting, and holding others accountable for performance (e.g. working with clients to establish treatment plans/goals and progress towards them)	O			

**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	C			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	O			

**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	F			
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	C			

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

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Activity	FREQUENCY RATING	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
	Never, Occasional; Frequent, or Constant			
1 Work Inside	F			
2 Work Outside	O			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	O			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions	O			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	O			
16 Human Blood, Body Tissues, or Fluids	O			
17 Human Wastes	O			
18 Animal Blood, Body Tissues, or Fluids	O			
19 Animal Wastes	O			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	O			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	F			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects	F			
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)	O			
33 Operates non-commercial motor vehicles (cars, trucks)	F			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients	O			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:	N			

**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	X		One time and after exposure
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.**

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Infant car seat and carrier- 16 lbs. (empty)  
Average infant – 20 lbs.; total 36- lbs.



Toddler car seat- 8lbs.



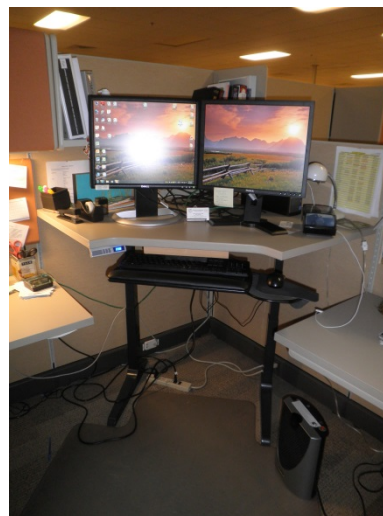
Booster Seat with Back- 9 lbs.  
Booster without Back- 5 lbs.



Reach of 40" to middle buckle.



Shared work stations



Adjustable work station  
(Adjusts from 22inches to 45 inches)

**PART 12 – FORM REVIEW AND SIGNATURES**

**SUPERVISOR/SECTION MANAGER**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HUMAN RESOURCES RECRUITMENT AND CLASSIFICATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HUMAN RESOURCES SAFETY UNIT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HUMAN RESOURCES DISABILITY MANAGEMENT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 13 – MEDICAL PROVIDER REVIEW AND COMMENTS**

Employee Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_