

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Code Enforcement Inspector, I/II, Senior

**DATE COMPLETED:** August 2019

**DEPARTMENT:** Permit Sonoma

**DIVISION:** Engineering and Construction

**PHYSICAL DEMAND STRENGTH RATING:** Light

**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.
Works outdoors in all types of terrain, vegetation, and weather conditions, performing duties in both daylight and dark/dim conditions; hikes, walks, crawls, and moves over uneven, steep, and/or slippery terrain to avoid injury.						
Performs emergency assessments of site, structure, and infrastructure conditions after natural disasters such as earthquakes, fires, and floods to identify and document safety concerns; works long and irregular hours, including nights, weekends, and holidays, during response and recovery phases of emergency situations; drives to sites throughout County in aftermath of natural disasters.	1	O	Vehicle, PPE(Personal Protective Equipment)	CA Driver's License	E	

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.
Uses good judgment and discretion while enforcing compliance with state laws, County codes, regulations, and local ordinances: responds to and investigates complaints related to building, grading and drainage, zoning, and land use codes; researches and interprets applicable codes; issues Stop Work notices and citations; posts Orders to Vacate, calculates and imposes civil penalties	2	C	Vehicle, Computer, PPE	CA Driver's License; PC 832 Powers of Arrest; Code Enforcement Certification	E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear	3	C	Personal Protective Equipment (PPE)		E	
Communicates with stakeholders in person, by phone, and by email; interprets and explains complex codes, policies, and procedures; interviews complainants, tenants, and property owners; persuades individuals in order to gain compliance and establish a timeline for correction; responds to complaints from the public; maintains a professional demeanor in adversarial situations	4	C	Computer, Phone	PC 832 Powers of Arrest; Code Enforcement Certification	E	
While in the field or in the office, documents summaries of inspection events; reviews and prepares detailed and complex reports.	5	C	Computer		E	
Actively participates in department advisory groups and teams, such as: safety, process improvement, new program implementation/initiatives; provides input and makes recommendations; responds to requests for information; provides information to co-workers.	6	O	PPE (Personal Protective Equipment)		E	
Performs office support work such as filing, copying, billing, receipting, file research, and file prep.	7	O	Computer, Files		E	
Participates in continuing education to maintain required certification(s) and to maintain and enhance knowledge and skills as necessary.	8	O	Computer		E	
Drives county vehicle/pick-up truck to offsite locations, including rugged, remote, and off road locations; inspects vehicle and reports any issues or damage; may drive up to one hundred miles per day; and make up to fifteen stops per day.	9	F	Vehicle	CA Driver's License	E	

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.
Works alone, or with Sheriff support, at perceived high value locations, with heightened security concerns and lack of easy or immediate egress; requires good judgment in determining safety of entering site.	10	O		PC 832 Powers of Arrest; Code Enforcement Certification	E	
Operates an unmanned, aerial vehicle (drone); stands and walks over varying terrain; carries drone weighing 5.5 pounds; uses hand controls to operate drone.	11	O		FAA-issued Part 107 Remote Pilot Certificate	N	
Provides testimony in court of law, administrative hearings, and/or other public hearings to present case specific facts	12	O		Code Enforcement Certification	N	
<b>Senior Code Enforcement Inspector only:</b>						
Leads a team of Code Enforcement Inspectors: trains staff; assigns work; provides advice and technical guidance; performs the most complex investigations.	13	F	Computer, Files	Code Enforcement Certification	E	
Represents department as subject matter expert at public hearings, workshops, educational venues and meetings; participates in educational outreach of new/changing regulations; may be subpoenaed on past/present projects as witness/subject matter expert in court.	14	O		Code Enforcement Certification	E	
Performs mitigation monitoring and reporting for public and private project; documents, researches, and verifies that mitigation measures and conditions are being met.	15	O	Computer, Vehicle	CA Driver's License, PC 832 Powers of Arrest; Code Enforcement Certification	N	

**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 (i.e., driving; using computer)	2-9,12-15	F			
2 Walking (i.e., investigating complaints; inspecting vehicle; performing mitigation monitoring)	1-5,10,11,13-15	F			
3 Running	N/A	N			
4 Standing (i.e., investigating complaints; inspecting vehicle; performing mitigation monitoring)	1-5,10,11,13-15	O			
5 Bending-Neck (i.e., driving; investigating complaints; inspecting vehicle)	1-15	F			
6 Bending-Waist (i.e., investigating complaints; inspecting vehicle)	1-15	O			
7 Squatting (i.e., investigating complaints; inspecting vehicle)	1,2,9,15	O			
8 Climbing (i.e., investigating complaints; inspecting vehicle)	1,2,9,11,15	O			
9 Kneeling (i.e., investigating complaints; inspecting vehicle)	1,2,9,15	O			
10 Crawling (i.e., investigating complaints; inspecting vehicle)	1,2,9,15	O			
11 Twisting (neck) (i.e., driving; investigating complaints; inspecting vehicle)	1-15	F			
12 Twisting (waist) (i.e., investigating complaints; inspecting vehicle)	1-15				
13 Repetitive Hand Use (i.e., driving, computer, investigating complaints)	4,5,8,9,11	C			
14 Simple Grasping-Right Hand (i.e., holding files, notices and citations)	1-15	O			
15 Simple Grasping-Left Hand (i.e., holding files, notices and citations; computer)	1-15	O			
16 Power Grasping-Right Hand (i.e., staple gun/stake driving)	2,7,9	O			
17 Power Grasping-Left Hand (i.e., staple gun/stake driving)	2,7,9	O			
18 Fine Manipulation-Right Hand (i.e., performing office support work)	4,5,7,12	O			
19 Fine Manipulation-Left Hand (i.e., performing office support work)	4,5,7,12	O			
20 Pushing and Pulling (right hand) (i.e., investigating complaints; inspecting vehicle)	1,2,7,9,15	O			
21 Pushing and Pulling (left hand) (i.e., investigating complaints; inspecting vehicle)	1,2,7,9,15	O			
22 Reaching (above shoulder level) (i.e., investigating complaints)	1,2,4,7	O			
23 Reaching (below shoulder level) (i.e., driving; using computer; investigating complaints; assessing sites, inspecting vehicle)	1,2,4,7,9	O			
24 Lifting-up to 10 lbs. (i.e., carrying report files; notices and citations)	1-15	F			
25 Lifting-11-25 lbs. (i.e., carrying report files; notices and citations)	7,11	O			
26 Lifting-26-50 lbs. (i.e., carrying paper)_	7,11	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. (i.e., carrying report files; notices and citations)	1-15	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
31 Carrying 11-25 lbs.	N/A	N			
32 Carrying 26-50 lbs.	N/A	N			
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 (i.e., driving; using computer; investigating complaints; performing mitigation monitoring)	1-5				
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	1	O			
4 Functional hearing, normal or corrected (i.e., communicating with stakeholders; investigating complaints; testifying in court)	1-15	F			
5 A sense of smell or taste (i.e., performing emergency assessments; investigating a complaints; inspecting vehicles)	1,2,9	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	F			

**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	F			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff ( <i>Senior Code Enforcement Inspector ONLY</i> )	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	O			
2 Meet time sensitive deadlines	O			
3 Long and/or irregular hours (i.e., performing emergency assessments of sites, structures, infrastructure after natural disasters during response and recovery phase)	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work (i.e., performing emergency assessments of sites, structures, infrastructure after natural disasters during response and recovery phase),	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	O			
2 Attention divided by issues requiring multi-tasking	O			
3 Work requires precise attention to detail	O			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	O			
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	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
4 Interactions occur under circumstances of emotional stress	0			
5 Risk of confrontation with violent or assaultive clients or customers	0			

**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	F			
2 Work Outside (i.e., investigating complaints; assessing sites, structures, and infrastructure after natural disaster; inspecting vehicle; performing mitigation monitoring)	F			
3 Extreme Heat (above 100 degrees) (i.e., seasonal weather exposure)	O			
4 Extreme Cold (below 32 degrees) (i.e., seasonal weather exposure)	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 (i.e., investigating complaints; inspecting vehicle; assessing sites, structures and infrastructure after natural disaster)	O			
8 Silica, asbestos, etc. (i.e., unknown risk exposure while investigating complaints or assessing sites, structures and infrastructure after natural disaster)	O			
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.) (i.e., investigating complaints; assessing sites, structures, infrastructure after natural disaster; inspecting vehicles; performing mitigation monitoring)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
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 (e.g., gravel, rocks, hills, etc.)	F			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
28 Proximity to moving vehicles or objects	O			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
30 Contact with water, other liquids, humid conditions - not weather related)	ØN			
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) (i.e., driving to sites to investigate, inspect or assess)	F			
34 Operates commercial vehicles – CDL Class <u>  N/A  </u> Endorsements <u>  N/A  </u>	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			



Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
37 Operates heavy equipment	N			
38 Other: N/A	N			

**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS: Not Applicable**

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.**

**Field Bag- 8 lbs; carried 150+ feet**

**iPads used for field notes**

**PPE:**

**Safety Vests for Identification**

**Protective Footwear with steel shank**

**Tyvek Suits**

**Booties**

**Dust Mask**

**Hearing Protection**

**Eye Protection**

**Hard Hat**