

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Code Enforcement Supervisor  
**DEPARTMENT:** Permit Sonoma  
**PHYSICAL DEMAND STRENGTH RATING:** Light

**DATE COMPLETED:** September 2019  
**DIVISION:** Engineering and Construction

**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; employees hike, walk, crawl, and move 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 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	Essential	

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Directly supervises staff engaged in conducting work assignments; plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff required continuing education requirements and other training; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; utilizes appropriate discretion in matters of employee relations, EEO, and ADA circumstances.	2	C	Computer, Phone,		Essential	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear; reports or corrects unsafe conditions	3	C	PPE (Personal Protective Equipment		Essential	
Conducts regular safety meetings and continuously enforces safety practices and procedures; observes work being performed for compliance with safety practices and procedures and corrects unsafe behavior; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed.	4	F	PPE (Personal Protective Equipment)		Essential	
Uses good judgment and discretion while directing, performing, or assisting staff with 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 researches and interprets applicable codes; issues Stop Work notices and citations; posts Orders to Vacate; calculates and imposes civil penalties.	5	C	Vehicle, Computer, Phone, Files	CA Driver's License; PC 832 Powers of Arrest; Code Enforcement Certification	Essential	
Communicates with stakeholders, in person, by phone, and email; interprets and explains complex codes, policies, and procedures; interviews complainants, tenants, and property owners; resolves conflicts; persuades individuals in order to gain compliance and establish a timeline for correction; responds to complaints from the public; maintains professional demeanor in adversarial situations.	6	C	Computer, Phone	PC 832 Powers of Arrest; Code Enforcement Certification	Essential	
Presents code enforcement related information and reports at public hearing, department and inter-agency meetings; represents the policies of the department; testifies in court, administrative hearings, and/or other public hearings to present facts of case; may be subpoenaed	7	O		Code Enforcement Certification	Non-Essential	

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Reviews and documents summaries of inspection events while in the field or in the office; reviews and prepares detailed and complex reports; supporting data and correspondence to determine appropriate actions.	8	O	Computer		Essential	
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 staff and other co-workers and inter-agency workers.	9	O			Non-Essential	
Performs office support work such as filing, copying, billing, receipting, file research, and file prep.	10	O	Computer, Files		Non-Essential	
Drives county vehicle/pick-up truck to offsite locations, including rugged, remote, and off road locations; inspects vehicle and reports any issues or damage; drives may drive up to one hundred miles per day; makes up to fifteen stops per day..	11	O	Vehicle	CA Driver's License	Essential	
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.	12	O	Vehicle, Phone	CA Driver's License; PC 832 Powers of Arrest; Code Enforcement Certification	Essential	
Participates in continuing education to maintain required certification(s) and to maintain and enhance knowledge and skills necessary.	13	O	Computer		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 (i.e., driving; computer)	1-13	F			
2 Walking (i.e.,; investigating complaints; inspecting vehicle; performing mitigation monitoring)	1,2,4,5,6,7,9,11,12	F			
3 Running	N/A	N			
4 Standing (i.e., investigating complaints; inspecting vehicle; performing mitigation monitoring)	1-13,	O			
5 Bending-Neck (i.e., investigating complaints; inspecting vehicle)	1-13,	F			
6 Bending-Waist (i.e., investigating complaints; inspecting vehicle;)	1,3,4,5,9,10,11	O			
7 Squatting (i.e., investigating complaints; inspecting vehicle;)	1,3,4,5,9,10,11	O			
8 Climbing (i.e., investigating complaints; inspecting vehicle)	1,3,4,5,9,10,11	O			
9 Kneeling (i.e., investigating complaints; inspecting vehicle;)	1,3,4,5,9,10,11	O			
10 Crawling (i.e., investigating complaints; inspecting vehicle)	1,3,4,5,10,11	O			
11 Twisting (neck) (i.e., driving; investigating complaints; inspecting vehicle)	1-13,	F			
12 Twisting (waist) (i.e., investigating complaints; inspecting vehicle)	1-13,	O			
13 Repetitive Hand Use (i.e., driving, computer, investigating complaints)	1-13,	C			
14 Simple Grasping-Right Hand (i.e., holding files, notices, and citations)	2,3,4,5,6,7,9,10	O			
15 Simple Grasping-Left Hand (i.e., holding files, notices, and citations)	2,3,4,5,6,7,9,10	O			
16 Power Grasping-Right Hand (i.e., staple gun/stake driving)	1,3,5,8,12	O			
17 Power Grasping-Left Hand (i.e., staple gun/stake driving)	1,3,5,8,12	O			
18 Fine Manipulation-Right Hand (i.e., performing office support work)	3,9,10	O			
19 Fine Manipulation-Left Hand (i.e., performing office support work)	3,9,10	O			
20 Pushing and Pulling (right hand) ( i.e., investigating complaints; inspecting vehicle)	1,5,10,11	O			
21 Pushing and Pulling (left hand) ( i.e., investigating complaints; inspecting vehicle )	1,5,10,11	O			
22 Reaching (above shoulder level) ( i.e., investigating complaints)	1,5,10,11	O			
23 Reaching (below shoulder level) ( i.e., driving; computer; investigating complaints; inspecting vehicle)	1-13,	O			
24 Lifting-up to 10 lbs. (i.e., files; notices and citations)	1,2,3,4,5,6,7,9,11,12	O			
25 Lifting-11-25 lbs. (i.e., files; notices and citations)	7	O			
26 Lifting-26-50 lbs. (i.e., carrying paper)	7N/A	N			
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., files; notices and	1-13	F			

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citations)					
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; assessing sites, structures; infrastructure; investigating complaints; performing office support work)	1-13,	C			
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., driving; using computer; investigating complaints; testifying in court)	1-13	F			
5 A sense of smell or taste (i.e., performing emergency assessments; investigating a complaints; inspecting vehicles)	1,3,4,7,10,11	O			

**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	C			
6 Required to direct other staff (e.g. planning, goal setting, performance)	F			

**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., working in response and recovery phase during an emergency or natural disaster)	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work (i.e., working in response and recovery phase during an emergency or natural disaster)	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	C			
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	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)	F			
4 Interactions occur under circumstances of emotional stress	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
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 (i.e., investigating complaints, computer)	C			
2 Work Outside (i.e., investigating complaints; while performing assessments, inspections, or investigations in the field)	O			
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., while performing assessments, inspections, or investigations in the field)	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.) (i.e., while performing assessments, inspections, or investigations in the field)	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery) (i.e., while performing assessments, inspections, or investigations in the field)	O			
28 Proximity to moving vehicles or objects (i.e., while performing assessments, inspections, or investigations in the field)	O			
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) (i.e., driving to sites to assess, inspect, or investigate)	F			
34 Operates commercial vehicles – CDL	N			



Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Class <u>  N/A  </u> Endorsements <u>  N/A  </u>				
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: 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**

**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: \_\_\_\_\_