

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Communications Manager  
**DEPARTMENT:** CAO  
**PHYSICAL DEMAND STRENGTH RATING:** Sedentary

**DATE COMPLETED:** 4/21/2020  
**DIVISION:** Communications

**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	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, an employee in this position: develops, plans, and directs the activities of the County Communications Office within the County Administrator's Office; directs the implementation a County-wide public information and relations program to link organizational goals with communication objectives and increase awareness of the County's services, successes, and accomplishments; proactively establishes and maintains productive relationships between the County and the general public, county employees, communications and media representatives, community and civic groups, public agencies, and private organizations, among others; and acts as the official channel of communication between the County and the public.						
Develops, plans, implements, and supervises the public information and public relations activities of the County.	1	F	Computer, Phone	N	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.
Provides oversight and day-to-day management of County Communications Office; supervises staff directly, or through subordinate managers and supervisors; interviews, selects, orients, trains, and evaluates the performance of staff; reviews personnel recommendations of subordinate managers and supervisors; recommends salary step increases and disciplinary actions.	2	F	Computer, Phone	N	E	
Provides service to the Board of Supervisors, County Administrator, department heads, boards, commissions, the employee population, agencies, the media, and the general public in preparation, presentation, coordination, and distribution of informational materials and communications.	3	F	Computer, Phone	N	E	
Develops and maintains policies, guidelines, and procedures for communications and dissemination of public information, internally and externally.	4	F	Computer, Phone	N	E	
Schedules press conferences, news releases, and public service announcements; makes effective public presentations to the media and other agency representatives on County information, issues, and decisions.	5	F	Computer, Phone	N	E	
Researches, develops, writes, and edits presentations, news releases, public relations articles, pamphlets, bulletins, graphic materials, and educational materials.	6	F	Computer	N	E	
Monitors news publications and other County media coverage to analyze and evaluate communication needs based upon employee and the public's interest and understanding of County programs and services.	7	F	Computer	N	E	
Develops a strategic plan for media and informational programs relating to the County, and various program goals in order to obtain County support and promote community relations.	8	F	Computer	N	E	
Researches emerging issues and reviews informational and program activities for effectiveness, makes modifications as needed, and identifies opportunities to generate positive media coverage of the County.	9	F	Computer	N	E	
Responsible for release of information upon request under the provisions of the California Records Act.	10	O	Computer, Phone	N	E	

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Establishes and maintains working relationships with the news media, community groups, elected officials, schools, and other governmental agencies, and acts as the agency spokesperson in dealing with the media and other groups, may include driving,	11	C	Computer, Phone	N	E	
Plans, coordinates, and conducts workshops, public hearings, citizen participation groups, public information meetings, and study sessions on related public projects.	12	O	Computer, Phone	N	E	
Develops and monitors contract compliance with external resources and contractors in developing and delivering communications and information materials and evaluates performance and work product.	13	O	Computer, Phone	N	E	
Monitors program expenditures and forecasts future budgetary needs.	14	O	Computer	N	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	1-14	F			
2 Walking	1-14	O			
3 Running	N	N			
4 Standing	1-14	O			
5 Bending-Neck	1-14	O			
6 Bending-Waist	1-14	O			
7 Squatting	N	N			
8 Climbing	N	N			
9 Kneeling	N	N			
10 Crawling	N	N			
11 Twisting (neck)	1-14	O			
12 Twisting (waist)	1-14	O			
13 Repetitive Hand Use	1-14	F			
14 Simple Grasping-Right Hand	1-14	O			
15 Simple Grasping-Left Hand	1-14	O			
16 Power Grasping-Right Hand	N	N			
17 Power Grasping-Left Hand	N	N			
18 Fine Manipulation-Right Hand	1-14	O			
19 Fine Manipulation-Left Hand	1-14	O			
20 Pushing and Pulling (right hand)	1-14	O			
21 Pushing and Pulling (left hand)	1-14	O			
22 Reaching (above shoulder level)	12	O			
23 Reaching (below shoulder level)	1-14	F			
24 Lifting-up to 10 lbs.	1-14	O			
25 Lifting-11-25 lbs. (presentation equipment)	12	O			
26 Lifting-26-50 lbs.	N	N			
27 Lifting 51-75 lbs.	N	N			
28 Lifting 76-100 lbs.	N	N			
29 Lifting 100 + lbs.	N	N			
30 Carrying 0-10 lbs.	1-14	O			
31 Carrying 11-25 lbs.	12	O			
32 Carrying 26-50 lbs.	N	N			
33 Carrying 51-75 lbs.	N	N			
34 Carrying 76-100 lbs.	N	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	1-14	C			
2 Functional color vision, normal or corrected	1-14	C			
3 Functional night vision, normal or corrected	11	O			
4 Functional hearing, normal or corrected	1-14	C			
5 A sense of smell or taste	N	N			

**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	F			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	F			
5 Required to train and/or lead other staff	F			
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	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	F			
4 Limited/unpredictable opportunity for breaks	F			
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	F			
5 Requires use of judgment in adapting procedures from one task to another	F			
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	O			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
4 Interactions occur under circumstances of emotional stress	F			
5 Risk of confrontation with violent or assaultive clients or customers	N			

**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	C			
2 Work Outside	O			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees)	N			
5 Excessive Noise (must raise voice to be heard)	N			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	N			
8 Silica, asbestos, etc.	N			
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.)	N			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	N			
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	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects	N			
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)	N			
33 Operates non-commercial motor vehicles (cars, trucks, van)	O			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
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			

**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			
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.**



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