

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: #0776/COMMUNITY ALERT AND WARNING PROGRAM MANAGER
DEPARTMENT: DEPARTMENT OF EMERGENCY MANAGEMENT
PHYSICAL DEMAND STRENGTH RATING:

DATE COMPLETED: March 18, 2019
DIVISION: COMMUNITY ALERT AND WARNING

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, employees in this position: Direct, plan, manage, and coordinate the operation of the County's Community Alert and Warning Program including the 24-hour community alert and warning system (CAWS) and the long term planning related to the integration of the system with the emergency service functions of the County and other agencies. Works in a typical office setting, sitting for long periods of time and routinely using office equipment such as computers, phones, photocopiers, fax machines, etc.						
Develops and maintains the appropriate operational area and local jurisdictional governance, policies, and procedures for conducting integrated alert and warning functions; maintains operational readiness coordination and integration of alert and warning systems, technology, and supporting structures.	1	C	Computer/phone	Y	E	
Develops notification and communication standards, protocols, and processes including issuing, correcting, and canceling alerts.	2	C	Computer/phone	Y	E	

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Maintains and tests systems; identifies, monitors, and tracks system problems; monitors system availability and performance; oversees system updates, upgrades, and administration; develops contingency plans to cover various systems failure scenarios and recovery and restoration procedures.	3	F	Computer/specialized alert and warning software/phone	Y	E	
Coordinates preparedness and incident activations; develops and provides appropriate training; develops methods to ensure training compliance.	4	O	Computer/phone	Y	E	
Identifies areas that are at risk for hazards and large scale emergencies; determines warning system requirements in high risk areas; identifies threats to communication systems; integrates information into GIS system.	5	F	Computer/phone	Y	E	
Develops and maintains systems, procedures, and resources for identification and communication of tactical threat information in the warning system; reviews and presents recommendations for implementing and integrating new and existing technologies; ensures visibility of incidents and use of warning systems in adjacent jurisdictions.	6	F	Computer/phone	Y	E	
Engages the public and stakeholder organizations in the development and revision of warning system capabilities and features; develops outreach strategies to educate and increase access and participation in optional warning systems, and educates message recipients to understand and heed appropriate warnings.	7	F	Computer/phone	Y	E	
Participates in advisory committees or other related working groups; works collaboratively with and represents the County before local, state, and federal agencies, and governing bodies.	8	F	Computer/phone	Y	E	
Participates in the selection of staff; provides or coordinates staff training; may delegate or lead work of assigned staff; may supervise a small staff in related area.	9	O	Computer/phone	N	E	
Travels to various locations to attend meetings, conduct training and attend training classes.	10	O		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	1,2,3,4,5,6,7,8,9,10	C			
2 Walking	3,4,5,6,7,8,10	F			
3 Running	N/A	N			
4 Standing	1,2,3,4,5,6,7,8,9	F			
5 Bending-Neck	1,2,3,4,5,6,7,8,9	F			
6 Bending-Waist	1,2,3,4,5,6,7,8,9	O			
7 Squatting	3,4,7	O			
8 Climbing	3,4,7	O			
9 Kneeling	3,4,7	O			
10 Crawling	N/A	N			
11 Twisting (neck)	1,2,3,4,5,6,7,8,9	O			
12 Twisting (waist)	1,2,3,4,5,6,7,8,9	O			
13 Repetitive Hand Use	1,2,3,4,5,6,7,8,9	F			
14 Simple Grasping-Right Hand	1,2,3,4,5,6,7,8,9	F			
15 Simple Grasping-Left Hand	1,2,3,4,5,6,7,8,9	F			
16 Power Grasping-Right Hand	3,4,7	O			
17 Power Grasping-Left Hand	3,4,7	O			
18 Fine Manipulation-Right Hand	3,4	O			
19 Fine Manipulation-Left Hand	3,4	O			
20 Pushing and Pulling (right hand)	3,4,7	O			
21 Pushing and Pulling (left hand)	3,4,7	O			
22 Reaching (above shoulder level)	3,4,7	O			
23 Reaching (below shoulder level)	3,4,7	O			
24 Lifting-up to 10 lbs.	3,4,7	O			
25 Lifting-11-25 lbs.	3,4,7	O			
26 Lifting-26-50 lbs.	N/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.	3,4,7	O			
31 Carrying 11-25 lbs.	3,4,7	O			
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	1,2,3,4,5,6,7,8,9	C			
2 Functional color vision, normal or corrected	1,2,3,4,5,6,7,8,9	O			
3 Functional night vision, normal or corrected	3,4,7	O			
4 Functional hearing, normal or corrected	1,2,3,4,5,6,7,8,9	C			
5 A sense of smell or taste	N/A	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	C			
2 Organize own work	F			
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 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	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	O			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	C			
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	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	O			

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	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.	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	O			
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.)	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	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)	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: 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. – NOT APPLICABLE