

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Community Services Officer I/II – Contract Cities
DEPARTMENT: Sheriff
PHYSICAL DEMAND STRENGTH RATING: Heavy per Job Analysis

DATE COMPLETED: July 2019
DIVISION: Law Enforcement

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 class work both in the office and in the field and wear a uniform, representing the Sheriff’s Office in all interactions with the public.						
Assists the public, including victims and suspects/perpetrators of crimes, and those who may be upset and/or verbally abusive, either in person, on the telephone, or in the field, by taking complaints and reports; researches problems and refers them to the appropriate person, agency, department, or unit; explains regulations, policies and procedures; provides forms and other materials; assists in the proper completion of forms; asks questions of caller to screen and route telephone calls and messages; directs and announces visitors, checks identification and follows, explains, and enforces policies and procedures for admitting visitors; maintains a calm and professional demeanor when dealing with emotionally distraught, verbally abusive, or confrontational customers.	1	F	Phone, Headset, Computer, Intercom, Two-way radio, taser		E	

<u>A. Job Duty/Function</u>	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 parking, bicycling, and other municipal codes including: Walks, hikes over rough terrain, and drives assigned areas to visually identify violations; charks vehicles using a 4 ft. chalking stick; cites offenders, identifies and marks vehicles for possible towing; processes related documents, issues parking permits, releases vehicles to owners.	2	F	Chalk stick, Vehicle, Tablet/Handheld Device, chalking stick	CA Driver's License	E	
Communicates in person, by phone, and by email with staff of the Sheriff's Office and other agencies to coordinate activities, schedule meetings, and obtain and provide information; attends public meetings; makes presentations to community and school groups; ensures meeting spaces are appropriately set-up; moves chairs and tables.	3	O	Computer, Phone, Two-way radio		E	
Conducts traffic surveys and research; summarizes and presents findings, verbally or in writing; removes and downloads memory card to computer; determines appropriate course of action based on findings.	4	O	Computer, Vehicle, Traffic Trailer		E	
Testifies in court to make persuasive and critical presentations of facts.	5	O			E	
Performs traffic control/security duties during traffic accidents, parades, and other events: stands for long periods of time in all weather conditions while remaining alert; holds flag/sign at shoulder level; directs vehicle and pedestrian traffic; lifts, carries, sets up, and removes barricades and road signs weighing 20 pounds.	6	O	Barricades, Signs, Traffic Cones, Traffic Control Sign/Paddle, Flags		E	
Enters and retrieves information from computer and paper files; prepares written reports, brochures, articles, news releases, charts, graphs, etc.; provides general administrative support as required.	7	O	Computer		E	
Secures, transports, unhooks and pushes/pulls speed trailers into position; oversees installation of stealth radar equipment; inspects vehicles, trailers, and equipment and reports any damage, safety, or other issues.	8	O	Vehicle, Speed Trailer, Radar Recorder Kit, Screw Driver	CA Driver's License	E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate personal protective equipment; reports or corrects unsafe conditions.	9	C	PPE (Personal Protective Equipment)		E	
Participates in continuous training to maintain and enhance required knowledge and skills.	10	O			E	

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SONOMA ONLY:						
Responds to calls regarding a variety of domestic and wild animals, who are loose, dangerous, and or stressed; enforces animal related municipal codes; issues citations of animal code violations; uses good judgment and discretion to assess animals, persons, and situations and determine appropriate course of action, including need for back-up; releases animals to owners or to other animal agencies; enforces animal permits, processes licensing documents, and handles related records.	11	F	Vehicle	CA Driver's License	E	
Retrieves and loads animals into truck using nets, leashes, catch poles, cages, or other device; walks, runs, climbs, crawls, and moves quickly to avoid injury while pursuing or evading animals; handles animals by carrying, leading on leash, tether, or other control methods; provides care for animals including feeding and exercising animals; bends, lifts, and carries deceased animals from city streets, sidewalks, parks, etc., and/or coordinates with related services for removal of animals; lifts and carries cages, live and dead (including decomposing) animals. weighing up to 100 pounds; places and retrieves deceased animals into and from a chest freezer, by lifting to a height of three feet, and then lowering animal; cleans and disinfects kennels including loading/unloading dishwasher, sweeping, wiping or spraying surfaces with hose, mopping, etc.	12	O	Net, Rope, Leash, Catch Pole, Cages, Dishwasher, Mop, Broom, Hose		E	
WINDSOR ONLY:						
Educates and trains public on use and safe installation of infant/child care seats; lifts, carries, bends, reaches, twists, and stoops to demonstrate and install seats weighing up to 30 pounds.	13	O		Child Passenger Safety Certification	E	
Responds to and takes reports on basic traffic accident; determines if accident is more complex, and refers to appropriate authorities	14		Vehicle	CA Driver's License		

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., using computer, phone, two-way radio; driving duty vehicle)	1,2,3,4,7,8,11	F			
2 Walking (i.e., enforcing parking and municipal codes; performing traffic control/security duties; setting up and removing barricades and road signs; inspecting vehicles, trailers, equipment; retrieving animals; providing care for animals; cleaning and disinfecting kennels; training public on installation of child safety seats in vehicles)	1,2,3,6,8,11,12,13	F			
3 Running (i.e., pursuing or evading animals)	12	O			
4 Standing (i.e., issuing citations; performing traffic control, directing pedestrian and vehicle traffic; installing Radar Recorder kits; loading/unloading dishwasher, as part of care for animals; training public on installation of child safety seats in vehicles)	1,2,3,6,8,11,12,13	F			
5 Bending-Neck (i.e., using computer, phone, two-way radio; driving duty vehicle; enforcing parking and municipal codes; issuing citations; performing traffic control/security duties; inspecting vehicles, trailers, equipment; performing animal control duties, retrieving and loading animals, providing care for animals; cleaning and disinfecting kennels; training public on installation of child safety seats)	1,2,3,4,6,7,8,11,12,13	F			
6 Bending-Waist (i.e., enforcing parking and municipal codes; hooking/unhooking speed trailer; inspecting vehicles, trailers, equipment; performing animal control duties, retrieving and loading animals, providing care for animals; cleaning and disinfecting kennels; training public on installation of child safety seats)	2,8,12,13	O			
7 Squatting (i.e., enforcing parking and municipal codes; hooking/unhooking speed trailer; inspecting vehicles, trailers, equipment; performing animal control duties, retrieving and loading animals, providing care for animals, cleaning and disinfecting kennels; training public on installation of child safety seats)	2,8,12,13	O			
8 Climbing (i.e., enforcing parking and municipal codes; installing Radar Recorders kits)	2,8	O			
9 Kneeling (i.e., performing animal control duties, retrieving animals, providing care for animals; training public on installation of child safety seats)	12,13	O			
10 Crawling (i.e., performing animal control duties, pursuing or evading animals)	12	O			
11 Twisting-Neck (i.e., using computer; driving duty vehicle; enforcing parking and municipal codes; performing traffic control/security duties; directing pedestrian and vehicle traffic; inspecting vehicle, trailers, equipment; issuing citations; performing animal control duties; training public on installation of child safety seats)	1,2,6,7,8,11,12,13	F			
12 Twisting-Waist (i.e., enforcing parking and municipal codes; performing animal control duties; training public on installation of child safety seats)	2,12,13	O			
13 Repetitive Hand Use	1,2,3,4,6,7,8,12,13	C			
14 Simple Grasping-Right Hand (i.e., using phone, two-way radio; carrying chalk stick, tablet; holding traffic control sign/paddle, flag)	1,2,3,6,7,11	C			
15 Simple Grasping-Left Hand i.e., using phone, two-way radio; carrying chalk stick, tablet/handheld device; holding traffic control sign/paddle, flag)	1,2,3,6,7,11	C			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
16 Power Grasping-Right Hand (i.e., setting up and removing barricades, road signs; hooking/unhooking trailers; securing Radar Recording kit to pole; retrieving and loading animals in to truck; removing deceased animals; installation of child safety seats)	6,8,12,13	O			
17 Power Grasping-Left Hand (i.e., setting up and removing barricades, road signs; hooking/unhooking trailers; securing Radar Recording kit to pole; retrieving and loading animals in to truck; removing deceased animals; installation of child safety seats)	6,8,12,13	O			
18 Fine Manipulation-Right Hand (i.e., using two-way radio, tablet/hand held device; issuing citations; adjusting child safety seats)	1,2,7,11,13	O			
19 Fine Manipulation-Left Hand (i.e., using two-way radio, tablet/hand held device; issuing citations; adjusting child safety seats)	1,2,7,11,13	O			
20 Pushing and Pulling-Right Hand (i.e., setting up and moving barricades and road signs; putting speed trailers into position; performing animal control duties, retrieving and loading animals into truck, removing deceased animals; installation of child safety seats)	6,8,12,13	F			
21 Pushing and Pulling-Left Hand (i.e., setting up and moving barricades and road signs; putting speed trailers into position; performing animal control duties, retrieving and loading animals into truck, removing deceased animals; installation of child safety seats)	6,8,12,13	F			
22 Reaching-Above shoulder level (i.e., directing pedestrian and vehicle traffic; setting up/breaking down speed trailer; installing Radar Recording kit; performing animal control duties; installation of child safety seats)	6,8,12,13	O			
23 Reaching-Below shoulder level (i.e., using computer, phone, two-way radio; marking vehicles; directing pedestrian and vehicle traffic; setting up and removing barricades and road signs; hooking/unhooking, putting speed trailer in place; issuing citations; performing animal control duties, retrieving and loading animals into truck, providing care for animals, cleaning and disinfecting kennels, removing deceased animals; installation of child safety seats)	1,2,3,6,8,11,12,13	F			
24 Lifting up to 10 lbs. (i.e., phone; two-way radio; chalk stick; handheld device; traffic control sign/paddle, flag; screwdriver; animal control/catch pole; leashes, tethers; small animals, living or deceased; child safety seats; property and evidence)	1,2,3,6,8,11,12,13	F			
25 Lifting 11-25 lbs. (i.e., traffic cones; traffic signs; cages; animals, living or deceased; child safety seats; property and evidence)	6,8,12,13	F			
26 Lifting 26-50 lbs. (i.e. barricades; Radar Recorder Kit; animals, living or deceased; child safety seats; property and evidence)	6,8,12,13	F			
27 Lifting 51-75 lbs. (i.e., animals, living or deceased – assisted lift)	12	O			
28 Lifting 76-100 lbs. (i.e., animals, living or deceased – assisted lift)	12	O			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs. (i.e., phone; two-way radio; chalk stick; handheld device; traffic control sign/paddle, flag; screwdriver; animal control/catch pole; leashes, tethers; small animals, living or deceased; child safety seats; property and evidence)	1,2,3,6,8,11,12,13	F			
31 Carrying 11-25 lbs. (i.e., traffic cones; traffic signs; cages; animals, living or deceased; child safety seats; property and evidence)	6,8,12,13	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
32 Carrying 26-50 lbs. (i.e. barricades; Radar Recorder Kit; animals, living or deceased; child safety seats; property and evidence)	6,8,12,13	F			
33 Carrying 51-75 lbs. (i.e., animals, living or dead – assisted carry)	12	O			
34 Carrying 76-100 lbs. (i.e., animals, living or dead – assisted carry)	12	O			

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., using computer; enforcing parking and municipal codes; identifying and marking vehicles; performing traffic control/security duties; directs pedestrian and vehicle traffic; inspecting vehicles, trailers, equipment; issuing citations; performing animal control duties, retrieving and loading animals into truck, providing care for animals, cleaning and disinfecting kennels; training public on installation of child safety seats)	1,2,3,4,5,6,7,8,9,10,11,12,13	C			
2 Functional color vision, normal or corrected (i.e., color of cars, clothes)	1,2,5,11,12	F			
3 Functional night vision, normal or corrected (i.e., performing traffic control/security duties; directing pedestrian and vehicle traffic; responding to calls; performing animal control duties, retrieving and loading animals into truck, removing deceased animals)	6,11,12	O			
4 Functional hearing, normal or corrected (i.e., taking complaints and reports; communicating with victims, suspects/perpetrators, public, Sheriff’s Office staff, other agencies; testifying in court; performing traffic control/security duties; directing pedestrian and vehicle traffic; retrieving animals)	1,2,3,4,5,6,8,9,10,11,12,13	C			
5 A sense of smell or taste (i.e., gas leaks, marijuana grows, dead animals)	1,2,6,11,12	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	C			
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	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	F			
6 Required to direct other staff (e.g. planning, goal setting,	N			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
performance)				

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	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	N			

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	C			
2 Attention divided by issues requiring multi-tasking	C			
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	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	C			
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	F			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard) - directing traffic	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 – O.C. or Pepper Spray	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	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids – performing animal control duties	F			
19 Animal Wastes	F			
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)	O			
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 – performing animal control duties	O			
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, inmates, etc.	O			
36 Pulls non-commercial trailers or equipment	O			
37 Operates heavy equipment	N			
38 Other:	N			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS: Sonoma Only

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	X		
5 Respirator Questionnaire – Short		X	X
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		X	
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.

TOWN OF SONOMA:



**Radar Recorder Kit- 40 lbs.
Stored on 39 inch counter top
Carried 25' to Duty Vehicle
Installed at 72 inches or above ground**



Duty Vehicle- Bed of Truck at 31 inches



Duty Vehicle- Bed of Truck at 31 inches



Kennel at Sonoma Police Department



Kennel Storage at Sonoma Police Department



Kennels at Sonoma Police Dept.



**Animal Cage in back of Duty Vehicle
-floor of cage at 32 inches**



Patrol Car Tire and Rim- 70 lbs.; lifted 31" to bed of Duty Vehicle



6 foot ladder- 25 lbs.

TOWN OF WINDSOR:



Evidence Locker- 31 lbs. up to 48"



Duty Vehicle- Tailgate height 35 inches



Duty Vehicle- Tailgate height 35 inches



Speed Trailer (camera added by a local citizen)



Speed Trailer- Hitch at 16 inches



Speed Trailer Storage
Traffic Cone - 11 lbs.



Speed Trailer



Speed Trailer- Hitch at 22 inches



Child Safety Seat- up to 30 lbs.



Barricades- 44 lbs.

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