

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: County Communication Specialist
DEPARTMENT: CAO
PHYSICAL DEMAND STRENGTH RATING: Sedentary

DATE COMPLETED: 8/12/2020
DIVISION: Communication Unit

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: under general supervision, develops, coordinates, and communicates information about County activities and services to the media and the public; develops and implements communication plans to enhance community engagement and deliver timely information; facilitates information and community outreach in support of increased awareness of County departmental services; proactively establishes and maintains productive relationships between the County and its constituents						

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Develops and implements a comprehensive media and public relations program for assigned departments, the County as a whole, and/or programmatic areas; researches and analyzes problems, examines alternatives, and determines strategy or recommended solutions; works closely with departments to develop accurate and relevant information and materials.	1	C	Computer, Phone	N	E	
Performs a variety of professional media, communications, and outreach-related activities in support of strategic initiatives including those involving organizational branding, social media, graphics, audio/visual projects, public information, and content for official websites.	2	C	Computer, Phone	N	E	
Researches, develops, writes, and edits presentations, news releases, public relations articles, pamphlets, bulletins, graphic materials, and educational materials; ensure communication and related materials are consistent with department and County's standard of quality and cultural competence, including design, content, accuracy and translation when appropriate.	3	F	Computer, Phone	N	E	
Ensures high quality and timely distribution of accurate and relevant information to County stakeholders and the public; promotes a positive public image for the County through monitoring and updating of social media.	4	F	Computer, Phone	N	E	
Keeps the County Administrator, Board of Supervisors, County departments and the community informed of assigned departmental activities by conducting meetings and issuing information to the press, radio, television, social media and other communication media; responds to questions and requests from these various sources; meets with management individually and at staff meetings to advise of public relations implications on proposed actions.	5	F	Computer, Phone	N	E	

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Produces and enhances communication and public information methods that support the County's commitment to open, friendly, and responsive government and proactively develops creative messaging to tell the County's story.	6	F	Computer	N	E	
Establishes and maintains working relationships with news media, community groups, elected officials, schools, and other governmental agencies, and acts as the spokesperson in dealing with the media and other groups.	7	F	Computer, Phone	N	E	
Plans, coordinates, and conducts workshops, public hearings, citizen participation groups, public information meetings, and study sessions on related public projects.	8	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 information, issues, and decisions.	9	F	Computer, Phone	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.	10	O	Computer, Phone	N	E	
May provide lead direction to technical and clerical staff.	11	C	Computer, Phone	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	1-11	F			
2 Walking	5, 7-11	O			
3 Running		N			
4 Standing	1-11	O			
5 Bending-Neck	1-11	F			
6 Bending-Waist	1-11	O			
7 Squatting		N			
8 Climbing		N			
9 Kneeling		N			
10 Crawling		N			
11 Twisting (neck)	1-11	F			
12 Twisting (waist)	1-11	O			
13 Repetitive Hand Use	1-11	F			
14 Simple Grasping-Right Hand	1-11	F			
15 Simple Grasping-Left Hand	1-11	F			
16 Power Grasping-Right Hand		N			
17 Power Grasping-Left Hand		N			
18 Fine Manipulation-Right Hand	1-11	O			
19 Fine Manipulation-Left Hand	1-11	O			
20 Pushing and Pulling (right hand)	1-11	O			
21 Pushing and Pulling (left hand)	1-11	O			
22 Reaching (above shoulder level)		N			
23 Reaching (below shoulder level)	1-11	O			
24 Lifting-up to 10 lbs.	1-11	O			
25 Lifting-11-25 lbs.		N			
26 Lifting-26-50 lbs.		N			
27 Lifting 51-75 lbs.		N			
28 Lifting 76-100 lbs.		N			
29 Lifting 100 + lbs.		N			
30 Carrying 0-10 lbs.	1-11	O			
31 Carrying 11-25 lbs.		N			
32 Carrying 26-50 lbs.		N			
33 Carrying 51-75 lbs.		N			
34 Carrying 76-100 lbs.		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		C			
2 Functional color vision, normal or corrected		C			
3 Functional night vision, normal or corrected		C			
4 Functional hearing, normal or corrected		C			
5 A sense of smell or taste		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	C			
2 Follow Written Instructions	C			
3 Required to sustain concentration	C			

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

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	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	C			
4 Use of judgment in routine matters	C			
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	O			

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			
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)				
4 Extreme Cold (below 32 degrees)				
5 Excessive Noise (must raise voice to be heard)				
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)				
7 Dust, Vapors, Fumes, Smoke				
8 Silica, asbestos, etc.				
9 Solvents (e.g., gas, turpentine, etc.)				
10 Grease, oils				
11 Acidic, Caustic Solutions				
12 Pesticides				
13 Explosives (e.g., dynamite, bomb, etc.)				
14 Cleaning supplies, abrasives				
15 Other Chemicals (e.g. drugs and other contraband)				
16 Human Blood, Body Tissues, or Fluids				
17 Human Wastes				
18 Animal Blood, Body Tissues, or Fluids				
19 Animal Wastes				
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)				
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)				
22 Biomedical Waste				
23 Ionizing Radiation				
24 Non-Ionizing Radiation				
25 Electrical Energy				
26 Walking on uneven, slippery, or rough surfaces				
27 Proximity to moving mechanical parts (e.g., equipment, machinery)				
28 Proximity to moving vehicles or objects				
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)				
30 Contact with water, other liquids, humid conditions - not weather related				
31 Work Below Ground: (e.g., excavation, trench, etc.)				
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)				
33 Operates non-commercial motor vehicles (cars, trucks)	O			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____				
35 Operates passenger van to transport clients, inmates, etc.				
36 Pulls non-commercial trailers or equipment				
37 Operates heavy equipment				
38 Other:				

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.