

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Detention Specialist I-II  
**DEPARTMENT:** Sheriff  
**DOT OCCUPATION CODE:** 249.367-062

**DATE COMPLETED:** 1/29/2018  
**DIVISION:** Detention  
**PHYSICAL DEMAND STRENGTH RATING:** Medium- per Analysis

**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, on the signature page and 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 (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. Reason position exists? (Y/N)	G. 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 work in a secured detention facility, routinely interacting with arrestees and inmates who are under the supervision of a sworn Correctional Deputy.							
Works a fixed post position, requiring all shifts including nights, weekends, and holidays; long and irregular hours; subject to hold-over and call back; routinely works overtime as needed to meet mandatory staffing requirements.	1	C			Y	E	
Communicates by phone, in person, or by email or other written format with departmental staff, members of the public, and public and private agencies; 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	2	C	Phone, computer, chairs (tall and standard)		Y	E	

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policies and procedures for admitting visitors to detention facilities; establishes and maintains effective working relationships with staff of the Sheriff's Office and other agencies; maintains a calm and professional demeanor when dealing with emotionally distraught or confrontational members of the public.							
Maintains electronic records and files including: adds, codes, reviews, updates, and corrects records; generates various reports.	3	C	Computer		Y	E	
Maintains paper files including; receives, processes, and files documents; assembles files in established format; distributes files to appropriate parties; climbs ladder, reaches forward, above shoulders, and below waist to retrieve and place paper files on shelves and file cabinet drawers.	4	C	Computer, Cart, Ladder, File boxes		Y	E	
Completes booking procedures of individuals arrested for crimes including: interacts with arrestees to obtain information; computes release dates for inmates; facilitates identity testing processes (instruction, witnessing, collection, and packaging DNA swab samples) and routine fingerprinting for members of the public cited in the field.	5	C	Computer, Swabs, PPE (Personal Protective Equipment), Chair (tall)		Y	E	
Prepares forms, memos, reports, and other correspondence.	6	F	Computer		Y	E	
Accepts bail bonds and cash bail; receives, receipts and records payment of fines, fees, and forfeitures, levies, and deposits to inmate's cash accounts; reviews, posts, adjusts and balances daily registers and journals; maintains control over petty cash.	7	C	Cash register, calculator, Chair (tall)		Y	E	
Receives, sorts, and distributes inter-office mail; collects, scans, and evaluates inmate mail.	8	F			Y	E	
Receives, stores, and releases inmates' personal property including: climbs ladder, reaches forward, above shoulders and below waist to place and retrieve inmate 8" x 11" property bags weighing up to 4 pounds.	9	F	Ladder, Property Bags, File boxes, Chair (tall)		N	E	
Participates in continuous training to maintain and enhance required knowledge and skills.	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
Sitting	2,3,4,5,6,7,8,9,10	Frequent			
Walking	2,4,5,7,8,9	Occasional			
Running	N/A	Never			
Standing (i.e., during Book-Print-Release process)	2,3,4,5,6,7,8,9	Frequent			
Bending-Neck (i.e., looking down at files and work on desk)	2,3,4,5,6,7,8,9	Frequent			
Bending-Waist (i.e., reaching across counters for items from visitors)	4,5,7,8,9	Occasional			
Squatting (i.e., filing on lower drawers or shelves, sorting mail, placing or retrieving inmate property bags)	4,5,7,8,9	Occasional			
Climbing (i.e., ladder or step stool to reach item on high storage shelf)	4,7,8,9	Occasional			
Kneeling (i.e., filing on lower drawers or shelves, sorting mail, placing or retrieving inmate property bags)	4,5,7,8,9	Occasional			
Crawling	N/A	Never			
Twisting (neck) (i.e., scanning environment, looking at multiple computer monitors)	2,3,4,5,6,7,8,9	Frequent			
Twisting (waist)	4,5,7,8,9	Occasional			
Repetitive Hand Use	2,3,4,5,6,7,8,9	Frequent			
Simple Grasping-Right Hand (i.e., holding files, phone)	2,4,5,7,8,9	Occasional			
Simple Grasping-Left Hand (i.e., holding files, phone)	2,4,5,7,8,9	Occasional			
Power Grasping-Right Hand (i.e., inmates belongings in Booking)	9	Occasional			
Power Grasping-Left Hand (i.e., inmates belongings in Booking)	9	Occasional			
Fine Manipulation-Right Hand (i.e., counting money and making change, paper clipping paper and files)	5,7,8	Occasional			
Fine Manipulation-Left Hand (i.e., counting money and making change, paper clipping paper and files)	5,7,8	Occasional			
Pushing and Pulling (right hand) (i.e., carts and dollies, file drawers, file cabinets/shelves)	4,7,8,9	Occasional			
Pushing and Pulling (left hand) (i.e., carts and dollies, file drawers, file cabinets/shelves)	4,7,8,9	Occasional			
Reaching (above shoulder level) (i.e., placing or accessing items on higher shelves)	4,7,8,9	Occasional			
Reaching (below shoulder level) (i.e., accessing the transaction drawer as cashier)	2,3,4,5,6,7,8,9	Frequent			
Lifting-up to 10 lbs. (i.e., files, small inmate property bags)	2,3,4,5,6,7,8,9	Frequent			
Lifting-11-25 lbs. (i.e., office supplies)	2,4,5,7,8,9	Occasional			
Lifting-27-50 lbs. (i.e., files boxes)	4,9	Occasional			
Lifting 51-85 lbs.	N/A	Never			
Lifting 86-100 lbs.	N/A	Never			
Lifting 100 + lbs.	N/A	Never			
Carrying 0-10 lbs. (i.e., files, small inmate property bags)	2,3,4,5,6,7,8,9	Frequent			
Carrying 11-25 lbs. (i.e., office supplies)	2,4,5,7,8,9	Occasional			
Carrying 26-50 lbs. (i.e., files boxes)	4,9	Occasional			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
Carrying 51-85 lbs.	N/A	Never			
Carrying 86-100 lbs.	N/A	Never			

**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
Functional vision, normal or corrected	2,3,4,5,6,7,8,9	Constant			
Functional color vision, normal or corrected (i.e., to identify color coded files, identify contaminated money or inmate property)	4,5,7,8,9	Occasional			
Functional night vision, normal or corrected	N/A	Never			
Functional hearing, normal or corrected	2,5,7,9	Frequent			
A sense of smell or taste (i.e., Smell- to identify contaminated inmate property)	2,5,7,8,9	Occasional			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow Oral Instructions	Frequent			
Follow Written Instructions	Frequent			
Required to sustain concentration	Frequent			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow set procedures	Constant			
Organize own work	Occasional			
Able to ask questions or request assistance when needed	Constant			
Required to make decisions independently	Occasional			
Required to train and/or lead others	Occasional			
Required to direct others (e.g. planning, goal setting, performance)	Never			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Tightly scheduled and rapid pace of work activities at high volume	Frequent			
Meet time sensitive deadlines	Frequent			
Long and/or irregular hours	Occasional			
Limited/unpredictable opportunity for breaks	Occasional			
Required to perform on-call or emergency work	Occasional			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Variable and unpredictable workflow	Occasional			
Attention divided by issues requiring multi-tasking	Frequent			
Work requires precise attention to detail	Frequent			
Use of judgment in routine matters	Frequent			
Requires use of judgment in adapting procedures from one task to another	Occasional			
Possible legal ramifications associated with work activities or work product	Constant			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Works with others (e.g., co-workers, other departments/agencies, public)	Frequent			
Interactions limited to giving/receiving information	Frequent			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	Occasional			
Interactions occur under circumstances of emotional stress	Occasional			
Risk of confrontation with violent or assaultive clients or customers	Occasional			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Work Inside	Constant			
Work Outside	Never			
Extreme Heat (above 100 degrees)	Never			
Extreme Cold (below 32 degrees)	Never			
Excessive Noise (must raise voice to be heard) (e.g., arrestees yelling in booking, during visitors hours in the MADF lobby)	Occasional			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	Never			
Dust, Vapors, Fumes, Smoke	Occasional			
Silica, asbestos, etc.	Never			
Solvents (e.g., gas, turpentine, etc.)	Never			
Grease, oils	Never			
Acidic, Caustic Solutions (i.e., O.C. or pepper spray)	Occasional			
Pesticides (i.e., Permethrin for lice and scabies treatment)	Occasional			
Explosives (i.e., dynamite, bomb, etc.)	Never			
Cleaning supplies, abrasives	Occasional			
Other Chemicals (i.e., drugs and other contraband)	Occasional			
Human Blood, Body Tissues, or Fluids	Occasional			
Human Wastes	Occasional			
Animal Blood, Body Tissues, or Fluids	Never			
Animal Wastes	Never			
Biological Toxins (i.e., poison ivy, poison oak, anthrax, etc.)	Never			
Insect Bites (i.e., ticks, mosquitos, spiders, etc.)	Occasional			
Biomedical Waste (i.e., potentially in inmate property)	Occasional			
Ionizing Radiation	Never			
Non-Ionizing Radiation	Never			
Electrical Energy	Never			
Walking on uneven, slippery, or rough terrain (e.g., gravel, rocks, hills, etc.) (i.e., wet floor in facility)	Occasional			
Proximity to moving mechanical parts (e.g., equipment, machinery)	Never			
Proximity to moving vehicles or objects (i.e., heavy door, rotating or sliding file storage)	Occasional			
Heights (e.g., rooftop, ladders, scaffolding, etc.) (i.e., ladder and step stool when accessing higher storage areas)	Occasional			
Contact with water, other liquids, humid conditions - not weather related (i.e., when inmates are showered in booking)	Occasional			
Work Below Ground: (i.e., excavation, trench, etc.)	Never			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	Frequent			
Operates non-commercial motor vehicles (cars, trucks)	Never			
Operates commercial vehicles – CDL Class _____ Endorsements _____	Never			
Operates passenger van to transport clients, inmates, etc.	Never			
Pulls non-commercial trailers or equipment	Never			
Operates heavy equipment	Never			
Other:	Never			

**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.)
Audiometric Testing			
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam			
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard			
Blood lead level			
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test	X	X	Annual
Vaccine: MMR			
Vaccine: Hepatitis B	X		
Vaccine: Influenza	X		Annual
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

**PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.**



**Inmate Property Bag- 8" x 11"; up to 4 lbs. full of items**



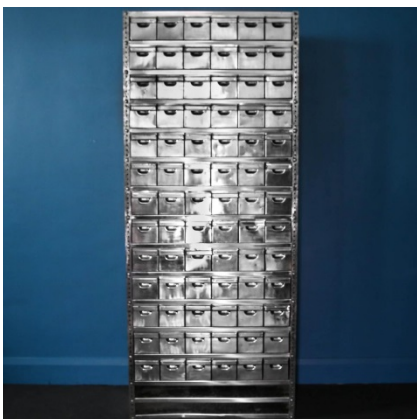
**Example of Live Scan Equipment  
Use foot control to scroll through program**



**Example of sliding file storage  
Top shelf at 69 ½ inches high  
Push/Pull force- 17 lbs.**



**Example of rotating file storage  
Top shelf at 69 ½ inches high  
Push/Pull Force- 27 lbs.**



**Example of Property Storage Drawers-  
Top Drawer handle at 80 inches high  
Lowest handle at 8 inches high**



**Example of a File Box- Average weight 29 lbs.;  
heaviest weighed at 33lbs.  
Stacked up to 42 inches high (5 boxes high)**





**Example of cart used to transport heavy objects**



**Example of hand truck used to transport heavy objects**



**Example of File Cabinet accessed-  
Highest handle at 53 inches high  
Lowest handle at 8 inches high**



**Example of Mail Sorter/Boxes-  
Top shelf 77 ½ inches high  
Bottom shelf at 8 inches high**



**Example of Security Window in Lobby  
Can be difficult to communicate through**