

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Election Specialist I/II
DEPARTMENT: Clerk-Recorder-Assessor
DOT OCCUPATION CODE: 205.368-030; 216.382-062

DATE COMPLETED: February 2018
DIVISION: Registrar of Voters
PHYSICAL DEMAND STRENGTH RATING: Medium per Job 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, 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.
Requires working long and irregular hours, including nights, weekends, and holidays, during election cycles.	1				Y	E	
Communicates by phone, in person, or by email or other written format with co-workers/supervisors, members of the public, elected officials, and candidates, to answer inquiries related to the election process and voter registration, including location of polling places, absentee voter applications and ballots, California Elections Code, campaign disclosure forms, filing deadlines, and requirements for filing nomination papers; refers to appropriate codes to determine correct answer; refers more complex questions to supervisor; maintains a calm and professional demeanor.	2	C	Computer, phone, fax, printer/copier		Y	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. 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.
Enters and retrieves data in election computer systems: creates, updates, and maintains records of elected officials, district source files, and election results; input and update voter registration, polling place and campaign and campaign and candidate logs.	3	F	Computer, phone, fax, printer/copier		Y	E	
Mails forms to candidates, office holders, jurisdictions, polling place contacts, and registered voters; issues and maintains nomination documents and campaign reports; maintains precinct, district and street files.	4	F	Computer, phone, fax, printer/copier, mail metering machine		Y	E	
Inventories office supplies; orders supplies as necessary; organizes and distributes election supplies; processes invoices for payment; controls and balances petty cash.	5	F	Computer		Y	E	
Verifies signatures on petitions and voter registration files.	6	O	Computer		Y	E	
Verifies time worked for extra-help employees and precinct workers.	7	O	Computer		N	N	
Performs office support work such as filing, copying, billing, receipting, file research, and file prep.	8	F	Computer		N	N	

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	2-8	C			
Walking	5,8	O			
Running	N/A	N			
Standing	2-5,8	O			
Bending-Neck (e.g. stuffing vote by mail ballots into envelopes)	2-8	F			
Bending-Waist	8	O			
Squatting (e.g., accessing lower cupboards/cabinets and bottom file drawers)	8	O			
Climbing (e.g., using step ladder to access ballot boxes on high shelves)	4,5	O			
Kneeling (e.g., accessing lower cupboards/cabinets and bottom file drawers)	4,5	O			
Crawling	N/A	N			
Twisting (neck)	2-8	F			
Twisting (waist)	8	O			
Repetitive Hand Use	2-8	F			
Simple Grasping-Right Hand (e.g., reams of paper, sorting and stuffing vote-by-mail ballots)	2-8	F			
Simple Grasping-Left Hand (e.g., reams of paper, sorting and stuffing vote-by-mail ballots)	2-8	F			
Power Grasping-Right Hand	N/A	N			
Power Grasping-Left Hand	N/A	N			
Fine Manipulation-Right Hand (e.g., changing date inserts on rubber stamps)	2-8	O			
Fine Manipulation-Left Hand (e.g., changing date inserts on rubber stamps)	2-8	O			
Pushing and Pulling (right hand) (e.g., carts with up to 8 trays of ballots, file drawers)	4,5,8	O			
Pushing and Pulling (left hand) (e.g., carts with up to 8 trays of ballots, file drawers)	4,5,8	O			
Reaching (above shoulder level) (e.g., placing/removing mail, ballots, envelopes from upper shelves)	5,8	O			
Reaching (below shoulder level)	2-8	F			
Lifting-up to 10 lbs. (e.g., ream of paper, office supplies)	2-8	F			
Lifting-11-25 lbs. (e.g., box of processed ballots)	4,5,8	O			
Lifting-26-50 lbs. (e.g., trays or boxes of ballots, envelopes, election supplies)	4,5,8	O			
Lifting 51-75 lbs.	N/A	N			
Lifting 76-100 lbs.	N/A	N			
Lifting 100 + lbs.	N/A	N			
Carrying 0-10 lbs. (e.g., ream of paper, office supplies)	2-8	F			
Carrying 11-25 lbs. (e.g., box of processed ballots)	4,5,8	O			
Carrying 26-50 lbs. (e.g., trays or boxes of ballots, envelopes, election supplies)	4,5,8	O			
Carrying 51-75 lbs.	N/A	N			
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
Functional vision, normal or corrected	2-7	C	1,2,3,4,5,6		
Functional color vision, normal or corrected (e.g., to be able to validate signatures)	6	O	5		
Functional night vision, normal or corrected	N/A	N	N/A		
Functional hearing, normal or corrected	2-7	F	1,2,3,4,5,6		
A sense of smell or taste	N/A	N	N/A		

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	O			
Follow Written Instructions	O			
Required to sustain concentration	O			

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	C			
Organize own work	F			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	O			
Required to train and/or lead others	N			
Required to direct others (e.g. planning, goal setting, performance)	N			

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	O			
Meet time sensitive deadlines	O			
Long and/or irregular hours	O			
Limited/unpredictable opportunity for breaks	O			
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
Variable and unpredictable workflow	N			
Attention divided by issues requiring multi-tasking	F			
Work requires precise attention to detail	F			
Use of judgment in routine matters	F			
Requires use of judgment in adapting procedures from one task to another	O			
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
Works with others (e.g., co-workers, other departments/agencies, public)	F			
Interactions limited to giving/receiving information	F			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
Interactions occur under circumstances of emotional stress	O			
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
Work Inside	C			
Work Outside	N			
Extreme Heat (above 100 degrees)	N			
Extreme Cold (below 32 degrees)	N			
Excessive Noise (must raise voice to be heard)	N			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
Dust, Vapors, Fumes, Smoke	N			
Silica, asbestos, etc.	N			
Solvents (e.g., gas, turpentine, etc.)	N			
Grease, oils	N			
Acidic, Caustic Solutions	N			
Pesticides	N			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives	N			
Other Chemicals (e.g. drugs and other contraband)	N			
Human Blood, Body Tissues, or Fluids	N			
Human Wastes	N			
Animal Blood, Body Tissues, or Fluids	N			
Animal Wastes	N			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste	N			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough terrain (e.g., gravel, rocks, hills, etc.)	N			
Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
Proximity to moving vehicles or objects	N			
Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
Contact with water, other liquids, humid conditions - not weather related	N			
Work Below Ground: (e.g., excavation, trench, etc.)	N			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
Operates non-commercial motor vehicles (cars, trucks)	N			
Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, etc.	N			
Pulls non-commercial trailers or equipment	N			
Operates heavy equipment	N			
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.)
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			
Vaccine: MMR			
Vaccine: Hepatitis B			
Vaccine: Influenza			
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



**5,000 count of secrecy envelopes
20" x 21" x 11" = 38 lbs.
Up to 36 inches high**



**Storage for unused ballots
Counter top 41 inches high**



Storage for ballots and registrations



Storage for ballots and registrations



**Ballot Storage- from 5 inches to 74 inches high
Example of step stool to access higher shelf**



Mail Processing Machinery



Mail Processing Machinery- Omaton Envelopener



Mail Processing Machinery



Mail Processing Machinery- Opex Rapid Mail Extractor Desk



Mail Sorting Machinery



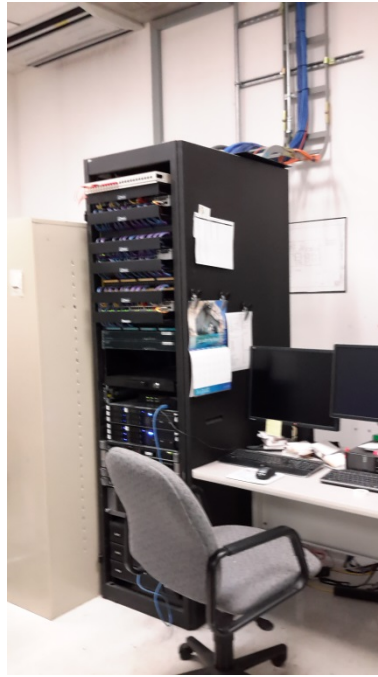
Mail Sorting Machinery



Ballot Processing Station



Processed Ballot Storage



Ballot Counting Server



Cart- 32 inches to top; carries Full boxes of Processed Ballots – 24"x10"x7" 22lbs. from cart to 74

PART 12 – FORM REVIEW AND SIGNATURES

OCCUPATIONAL HEALTH CONSULTANTS

Name: _____ Title: _____

Signature: _____ Date: _____

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: _____