

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Forensic Assistant
DEPARTMENT: Sheriff
PHYSICAL DEMAND STRENGTH RATING: Heavy per job analysis

DATE COMPLETED: July 2019
DIVISION: Coroner

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 work under the direction of coroner staff, standing for long periods of time and routinely handling human remains, including remains of both adults and children that died under violent and disturbing circumstances.						
Works long and irregular hours, including nights, weekends, and holidays, and during emergency situations such as natural and man-made disasters – i.e. fires, plane crashes, etc.	1	O			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. 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.
Receives and processes human remains including: pulls and pushes chassis with human remains from and into Cold Room; identifies and tags remains; takes fingerprints, records height and weight; removes clothes and inventories personal effects; collects evidence and personal property on/with remains; processes and maintains evidence and chain of custody; handwrites information on evidence log; releases remains to appropriate mortuary; stands for long periods of time on concrete floors. Collects evidence and personal property.	2	O	Fingerprint kit, Scale, Tape measure, Measuring stick, Inventory bags, PPE (Gloves, Mask, Gown, Face Shield, Apron, Rubber boots, Air Purifying Respirator, etc.)		E	
Removes remains from the walk-in refrigerator, using cart and/or forklift, and transfers to autopsy tables by lifting and pulling, with assistance; assists pathologist during visual inspection by lifting, turning, and moving bodies weighing more than 100 pounds.	3	O	Body bags, Body Tray, Chassis, Spray Bottle with soapy solution, PPE, Autopsy Table, Forklift	Forklift certification	E	
Assists pathologist with all aspects of autopsy including: opening the body including the chest cavity and cranium using a variety of hand tools; removes of organs and weighs them; replaces organs, sutures and cleans the body after autopsy; operates powered and manual tools to perform autopsy related procedures; stands for long periods of time on concrete floor.	4	F	Bone Saw, Rib Cutter, Scalpel, Loppers, Scissors, Organ bags, Organ Bucket, Postmortem Needles, Postmortem Thread, Syringes, Specimen containers, PPE		E	
Packages blood and tissue samples, maintaining legal chain of custody; handwrites information on evidence log; conducts routine inspections of the packaged tissues to ensure proper and safe storage conditions; maintains control over tissues retained as evidence; handles chemicals used in the preservation and disposition of tissue samples; ensures proper storage of contaminated material; washes various protective apparel and prepares for reuse	5	O	Specimen containers, Formalin, PPE, Laundry detergent, bleach		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. 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.
Takes inventory and places orders by phone or computer; receives deliveries and compares with order/requisition to ensure accuracy; maintains, rotates, and replenishes stock; climbs mobile stair ladders and step stools, reaches forward, above shoulders and below waist to lift, push, pull, carry, and place items weighing up to 42 pounds.	6	O	Step stool, Mobile Stair Ladder, Formalin Cube, laundry detergent, bleach		E	
Performs administrative duties including: answers in-person and phone requests from funeral homes, family members, and members of Law Enforcement and District Attorney's Office; answers questions about process, and supplies information; performs data entry and record keeping; takes notes during autopsy; writes reports, including investigative dispositions; generates death certificates; maintains a calm and professional demeanor.	7	F	Phone, Computer		E	
Cleans autopsy instruments with disinfectant and various appropriate tools; scrubs sinks, drain boards, and autopsy tables; mops floors with disinfectant in and outside of the autopsy suites and intake areas; performs disinfectant cleaning throughout the facility to prevent cross contamination of bio-waste.	8	F	Mop, Broom, Sponges/rags, Bleach		E	
Testifies in court to make persuasive and critical presentations of facts; responds to subpoenas.	9	O			E	
Drives van to transport evidence to off-site locations.	10	O	Van	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 and obtain and provide information; communicates with the public, in person and by phone or email, to provide information and facilitate viewing and release of remains; maintains a calm, professional demeanor when dealing with angry and emotionally distraught family members or other members of the public.	11	C	Phone, Computer		E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate personal protective equipment; reports or corrects unsafe conditions.	12	C	PPE		E	
Participates in training to maintain and enhance required knowledge and skills.	13	O			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 (i.e., performing administrative duties: using telephone, using computer; driving)	3,6,7,10,11,13	F			
2 Walking (i.e., receiving and processing human remains; assisting during autopsy; taking inventory; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; mopping floors in and outside of autopsy suites and intake areas)	2-6,8,9	F			
3 Running	N/A	N			
4 Standing (i.e., performing administrative duties: using telephone, using computer; receiving and processing human remains; assisting during autopsy; taking inventory; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; mopping floors)	2-6,8,9	C			
5 Bending-Neck (i.e., receiving and processing human remains; assisting during autopsy; packaging blood and tissue samples; taking inventory and placing orders; performing administrative duties; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; mopping floors; driving)	2-13	F			
6 Bending-Waist (i.e., receiving and processing human remains; assisting during autopsy; taking inventory; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; washing protective apparel)	2-13	O			
7 Squatting (i.e., taking inventory; rotating and replenishing stock; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables)	2,6,8	O			
8 Climbing (i.e., taking inventory; rotating and replenishing stock)	6,10	O			
9 Kneeling (i.e., taking inventory; rotating and replenishing stock)	6	O			
10 Crawling	N/A	N			
11 Twisting-Neck (i.e., processing human remains; assisting during autopsy; taking inventory; performing administrative duties; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; mopping floors; driving)	2-13	F			
12 Twisting-Waist (i.e., receiving and processing human remains; assisting during autopsy; taking inventory; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; mopping floors)	2-13	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
13 Repetitive Hand Use	2-13	C			
14 Simple Grasping-Right Hand (i.e., processing human remains; taking fingerprints; assisting during autopsy; packaging blood and tissue samples; taking inventory; rotating and replenishing stock; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; mopping floors; driving; performing administrative duties; washing protective apparel)	2-13	C			
15 Simple Grasping-Left Hand (i.e., processing human remains; taking fingerprints; assisting during autopsy; packaging blood and tissue samples; taking inventory; rotating and replenishing stock; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards; autopsy tables; mopping floors; driving; performing administrative duties; washing protective apparel)	2-13	C			
16 Power Grasping-Right Hand (i.e., receiving and processing human remains weighing up to several hundred pounds; lifting, turning, moving bodies; assisting during autopsy; collecting fluid samples; suturing and cleaning the body after autopsy)	2-4	F			
17 Power Grasping-Left Hand (i.e., receiving and processing human remains weighing up to several hundred pounds; lifting, turning, moving bodies; assisting during autopsy; collecting fluid samples; suturing and cleaning the body after autopsy)	2-4	F			
18 Fine Manipulation-Right Hand (i.e., inventorying personal effects; assisting during autopsy; packaging blood and tissue samples; performing administrative duties; collecting evidence and personal property)	2-13	F			
19 Fine Manipulation-Left Hand (i.e., inventorying personal effects; assisting during autopsy; packaging blood and tissue samples; performing administrative duties; collecting evidence and personal property)	2-13	F			
20 Pushing and Pulling-Right Hand (i.e., receiving and processing human remains weighing up to several hundred pounds; removing remains from walk-in refrigerator; transferring remains to autopsy tables; cleaning the body after autopsy; transporting evidence)	2-4,6	F			
21 Pushing and Pulling-Left Hand (i.e., receiving and processing human remains weighing up to several hundred pounds; removing remains from walk-in refrigerator; transferring remains to autopsy tables; cleaning the body after autopsy; transporting evidence)	2-4,6	F			
22 Reaching-Above shoulder level (i.e., taking inventory; rotating and replenishing stock; adjusting overhead lighting)	4,6	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
23 Reaching-Below shoulder level (i.e., receiving and processing human remains; transferring remains to autopsy tables; assisting during autopsy; collecting fluid samples; packaging blood and tissue samples; washing protective apparel; taking inventory; rotating and replenishing stock; performing administrative duties; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; mopping floors; transporting evidence)	2-13	F			
24 Lifting-up to 10 lbs. (i.e., tape measure; bone saw; scalpel; loppers; needles; syringes; specimen containers; files; bleach; laundry soap)	2-13	F			
25 Lifting-11-25 lbs. (i.e., bag of internal organs; personal belongings; supplies)	2,4,6	F			
26 Lifting-26-50 lbs. (i.e., body trays/table tops; box of formalin)	2,4,6	O			
27 Lifting 51-75 lbs. (i.e., lifting, moving body parts during visual inspection or autopsy)	2,4	O			
28 Lifting 76-100 lbs. (i.e., lifting, turning, moving bodies during visual inspection)	2,4	O			
29 Lifting 100 + lbs. (i.e., lifting, turning, moving bodies during visual inspection)	2,4	O			
30 Carrying 0-10 lbs. (i.e., tape measure; bone saw; scalpel; loppers; needles; syringes; specimen containers; files; bleach; laundry soap)	2-13	F			
31 Carrying 11-25 lbs. (i.e. personal belongings; supplies)	2,4,6	F			
32 Carrying 26-50 lbs. (i.e., body trays/table tops)	2,4	O			
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 (i.e., receiving and processing human remains; identifying and tagging remains; assisting during autopsy; packaging blood and tissue samples; takes inventory; rotating and replenishing stock; performing administrative duties; collecting evidence and personal property; cleaning and scrubbing instruments, tools, sinks, drain boards, autopsy tables; mopping floors; driving)	1-13	C			
2 Functional color vision, normal or corrected (i.e., identifying and tagging remains; inventorying personal effects; assisting during autopsy; packaging blood and tissue samples; collecting evidence and personal property; testifying in court)	2,3,4,5,8,10	F			
3 Functional night vision, normal or corrected (i.e., performing work duties before or after daylight hours; transporting evidence)	N/A	N			
4 Functional hearing, normal or corrected (i.e.,	1-13	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
assisting pathologist during visual inspection and autopsy; performing administrative duties; testifying in court; communicating with staff, Sheriff's Office, other agencies, family members, public)					
5 A sense of smell or taste (i.e., sensing aroma from remains when receiving and processing remains; collecting evidence and processing personal belongings)	2,8	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	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	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	O			
6 Required to direct other staff (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
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	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	C			
5 Requires use of judgment in adapting procedures from one task to another	O			
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	C			
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	C			
2 Work Outside (i.e., transport evidence to off-site locations)	O			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees)(Freezer, Cold Room)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	O			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	N			
9 Solvents (i.e., Formalin)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions (i.e., bleach)	O			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives (i.e., Tide laundry detergent; antimicrobial wipes)	F			
15 Other Chemicals (e.g. drugs and other contraband, i.e., when collecting personal belongings)	O			
16 Human Blood, Body Tissues, or Fluids	C			
17 Human Wastes	C			
18 Animal Blood, Body Tissues, or Fluids	O			
19 Animal Wastes (i.e., when collecting personal belongings)	O			
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 (i.e., packaging blood and tissue samples; washing protective apparel; cleaning and scrubbing autopsy instruments, tools, sinks, drain boards and autopsy tables; mopping floors)	F			
23 Ionizing Radiation (i.e., x-raying remains)	O			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces (i.e., walking in cooler; walking up and down ramp to storage)	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery) (i.e., assisting during autopsy; operating power tools to perform autopsy related procedures)	O			
28 Proximity to moving vehicles or objects (i.e., receiving and releasing human remains on chassis)	O			
29 Heights (i.e., mobile stair ladders and step stools while taking inventory or rotating and replenishing stock)	O			
30 Contact with water, other liquids, humid conditions - not weather related (i.e., accessing remains in cooler; cleaning body after autopsy; cleaning and scrubbing autopsy instruments, tools, sinks, drain boards, autopsy tables; mopping floors)	F			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections) (i.e., unknown risk exposure from human remains)	C			
33 Operates non-commercial motor vehicles (cars, trucks) (i.e.,	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
transporting evidence to off-site locations) (i.e., moving body trays/table tops and human remains)				
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: Forklift Certification Required (i.e., moving body trays/table tops and human remains)	O			

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	X		One time
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard	X	X	Annually
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	X	X	Annually
12 Vaccine: MMR			
13 Vaccine: Hepatitis B		X	1 x, 3 shot series
14 Vaccine: Influenza		X	Annually
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.



Autopsy Suite- Sink, Drain, Scale



Autopsy Suite- Cart with Autopsy supplies; Bio Hazard Waste



Autopsy supply cart and waste bin



Cleaning supplies and specimen cups



Autopsy Table and Chassis at sink



Sample posture of Forensic Assistant during an autopsy
Body tray/Table top at 36 inches on chassis



Sample posture of Forensic Assistant during an autopsy



Organ Collection Bucket-
Placed between legs



Organ Collection Bucket-
Returned to body cavity in bag
Once autopsy complete



Portable Digital X-ray Machine



Formalin Cube- 42 lbs. lifted to 42 inches



Body Tray/Table Top = 32.5 lbs. lifted to 36 inches



Scale to record weight upon receiving remains



Scale display to record weight upon receiving remains



Cold Room- Remains storage



Cold Room- Remains storage
Push Force of chassis- 44 lbs.
Pull Force of chassis- 35 lbs.



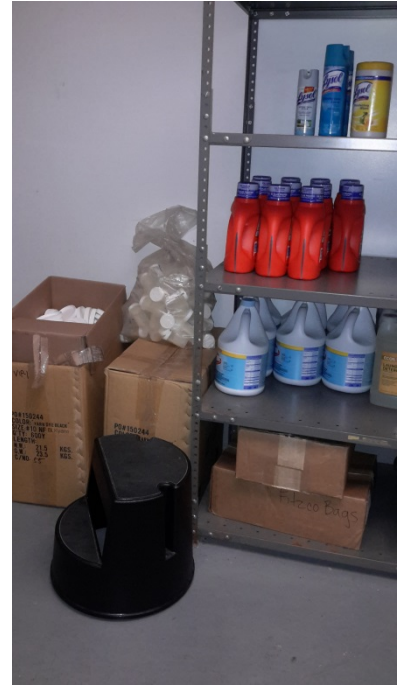
Fork lift to move remains and body trays / Table tops



Intake and Release files



Storage of supplies up to 80 inches-
Items weigh less than 10 lbs.



Cleaning supply storage



Storage- Body bags, specimen cups



Freezer- storage of tissue and bone



Freezer- Storage of soft tissues



Access to outside storage



Ramp to reenter building from outside storage

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: _____