

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Mail, Materials, and Records Supervisor
DEPARTMENT: Information Systems Department
PHYSICAL DEMAND STRENGTH RATING: Medium

DATE COMPLETED: June 2019
DIVISION: Information Management

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 the*re 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 in an office setting, routinely using office equipment such as computers, phones, photocopiers, fax machines, etc., and also work in a warehouse setting in proximity to machinery, moving parts, and forklifts.						
Directly supervises staff engaged in conducting work assignments: plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff required continuing education requirements and other training; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; utilizes appropriate discretion in matters of employee relations, EEO, and ADA circumstances.	1	C	Computer; Phone		E	

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Conducts regular safety meetings and continuously enforces safety practices and procedures; observes work being performed for compliance with safety practices and procedures and corrects unsafe behavior; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed.	2	F			E	
Uses good judgment and discretion while directing, performing, or assisting staff in courier duties and records management activities; retrieves and places records boxes on shelves; loads, and unloads US mail trays, courier mail tubs, UPS packages, and records and data boxes weighing up to 40 pounds; reaches, pulls, pushes, lifts, carries, climbs, bends and squats; uses lifts, pallet jack, hand trucks and carts.	3	C	Scales; Shipping Manifest Computer System; Bar-Coder Reader/Sorter; Fork Lift; Hydraulic Lift	Forklift Certified	E	
Rapidly and accurately process all types of postal mail: operates mail machines, scales, Shipping Manifest Computer System, and Bar-Code Reader/Sorter, and other machinery, to process letters, flats, postcards, and packages; sorts mail into memorized courier sorting bins; bends, stoops, reaches, and stands for extended periods of time.	4	F	Computer; Phone; mail machines; scales; Shipping Manifest Computer Systems; Bar-Code Reader/Sorter		E	
Communicates by phone, email, or in person with department managers and staff to provide assistance and advice related to records management, courier, and mail services; resolves the most complex customer complaints.	5	O	Computer, phone		E	
Creates, updates and generates financial and statistical reports from the postage accounting and records management systems; performs computer updates and downloads for mail machines, bar coder-sorter and the UPS shipping system; enters data into computer software; maintains electronic and paper records and files.	6	O	Computer; Bar-Code reader/sorter, sorter, UPS shipping system.		N	
Maintains and oversees records of supply inventories for mail supplies, Records Center supplies and forms, and bar coder-sorter supplies; reorders when necessary; maintains an accurate and up to date inventory of Records Center boxes; arranges for scheduled removal of obsolete records; supervises staff to pull and double check record boxes.	7	O	Computer		N	
Coordinates with Facility Operations and County departments to permit subordinate staff to enter secured areas; coordinates and	8	O	Computer, phone		N	

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schedules vehicle maintenance with Fleet Operations.						
Drives cargo van or step van on memorized courier routes within established timelines; picks up and delivers mail, parcels and records at County departments, outside agencies, and Post Office; inspects vehicle and equipment and reports any damage, safety, or maintenance issues.	9	O	Cargo Van; step van with hydraulic lift	CA Driver's License		
Conducts regular safety meetings and continuously enforces safety practices and procedures; observes work being performed for compliance with safety practices and procedures and corrects unsafe behavior; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed.	10	C	Computer		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., using computer; operating fork lift; driving)	1,3,4,5,6,7,8,9,10	O			
2 Walking (i.e., supervising staff; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs; processing all types of mail; picking up and delivering mail, parcels and records; inspecting vehicle)	1,3,4,9,10	F			
3 Running	N/A	N			
4 Standing (i.e., using computer; supervising staff; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs; processing all types of mail; inspecting vehicle)	1,2,3,4,5,6,7,8,9,10	F			
5 Bending-Neck (i.e., using computer; operating fork lift; driving; inspecting vehicle; supervising staff; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs; processing all types of mail; picking up and delivering mail, parcels and records)	1,2,3,4,5,6,7,8,9,10,	C			
6 Bending-Waist (i.e., inspecting vehicle; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs)	3,4,9	O			
7 Squatting (i.e., inspecting vehicle; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs)	3,4,9	O			
8 Climbing (i.e., retrieving and placing boxes on shelves; loading and unloading mail trays and tubs)	3,4,9	O			
9 Kneeling (i.e., inspecting vehicle; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs)	3,4,9	O			
10 Crawling	N/A	N			
11 Twisting (neck) (i.e., using computer; operating fork lift; driving; inspecting vehicle; supervising staff; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs; processing all types of mail; picking up and delivering mail, parcels and records)	1,2,3,4,5,6,7,8,9,10	C			
12 Twisting (waist) (i.e., inspecting vehicle; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs)	3,4,9	O			
13 Repetitive Hand Use	3,4,9	F			
14 Simple Grasping-Right Hand (i.e., retrieving and placing boxes on shelves; loading and unloading mail tubs and trays, packages, records and data boxes; processing and sorting mail; maintaining paper files; picking up and delivering mail, parcels, and records)	3,4,9	F			
15 Simple Grasping-Left Hand (i.e., retrieving and placing boxes on shelves; loading and unloading mail tubs and trays, packages, records and data boxes; processing and sorting mail; maintaining paper files; picking up and delivering mail, parcels, and records)	3,4,9	F			
16 Power Grasping-Right Hand (i.e., retrieving and placing heavy boxes on shelves; loading and unloading mail trays and tubs, packages, records and data boxes; picking up and delivering mail, parcels and records)	3,4,9	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
17 Power Grasping-Left Hand (i.e., retrieving and placing heavy boxes on shelves; loading and unloading mail trays and tubs, packages, records and data boxes; picking up and delivering mail, parcels and records)	3,4,9	O			
18 Fine Manipulation-Right Hand (i.e., processing and sorting mail)	3,4,9	O			
19 Fine Manipulation-Left Hand (i.e., processing and sorting mail)	3,4,9	O			
20 Pushing and Pulling (right hand) (i.e., using hand carts or pallet jacks; retrieving and placing heavy boxes on shelves; loading and unloading mail trays and tubs, packages, records and data boxes; picking up and delivering mail, parcels and records)	3,4,9	F			
21 Pushing and Pulling (left hand) (i.e., using hand carts or pallet jacks; retrieving and placing heavy boxes on shelves; loading and unloading mail trays and tubs, packages, records and data boxes; picking up and delivering mail, parcels and records)	3,4,9	F			
22 Reaching (above shoulder level)	3,4,9	O			
23 Reaching (below shoulder level)	1,2,3,4,5,6,7,8,9,10	F			
24 Lifting-up to 10 lbs.	1,2,3,4,5,6,7,8,9	F			
25 Lifting-11-25 lbs.	3,4,9	O			
26 Lifting-26-50 lbs. (i.e., loading and unloading mail trays and tubs, packages, records and data boxes)	3,4,9	O			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs.	2,3,4,5,6,7,8,9	F			
31 Carrying 11-25 lbs.	3,4,9	O			
32 Carrying 26-50 lbs. (i.e., loading and unloading mail trays and tubs, packages, records and data boxes)	3,4,9	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., supervising staff; driving vehicle or forklift; inspecting vehicle; retrieving and placing boxes on shelves; loading and unloading mail trays and tubs; packages, records and data boxes; using computers for a variety of tasks)	1,2,3,4,5,6,7,8,9,10	C			
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected (i.e., performing work duties before or after daylight hours)	9	O			
4 Functional hearing, normal or corrected (i.e., orienting, training and supervising staff;	1,2,3,5,7,8,9,10	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
communicating with department managers, other departments, and staff)					
5 A sense of smell or taste	N/A	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	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	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	O			
2 Attention divided by issues requiring multi-tasking	F			
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	O			
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)	F			
2 Interactions limited to giving/receiving information	F			
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	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	F			
2 Work Outside	O			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	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	O			
11 Acidic, Caustic Solutions (Forklift Battery)	O			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
28 Proximity to moving vehicles or objects	O			
29 Heights (e.g., ladders, etc.)	O			
30 Contact with water, other liquids, humid conditions - not weather related	N			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
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.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 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.)
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.

PART 12 – FORM REVIEW AND SIGNATURES

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: _____