

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Network Analyst, Senior Network Analyst
DEPARTMENT: Information Systems Analyst
PHYSICAL DEMAND STRENGTH RATING: Light

DATE COMPLETED: June 2019
DIVISION: Technical Services

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 a typical office setting, sitting for long periods of time and routinely using office equipment such as computers, phones, photocopiers, scanners, etc.						
While performing the following duties, employees in these classes work stand-by shifts outside of normal business hours, responding to urgent priority requests for troubleshooting; remotely accesses the data center to resolve the issue; must be available to access computer or return to county site during all stand-by hours.	1		Vehicle; Computer; Phone	CA Driver's License	E	
Maintains county-wide network systems and ensures system availability: analyzes monitors, troubleshoots and resolves performance, integrity, security, availability, and other issues and problems; performs daily system checks; detects and responds to error messages.	2	C	Computer, servers, step stool	Computer Science coursework and/or certifications	E	

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Installs computer networking hardware and equipment, on and off-site; delivers hardware to off-site locations; moves equipment weighing from 10 -40 pounds, with the assistance of other staff and utilizing equipment carts; works in confined and dusty spaces; bends, reaches, stoops, crawls; pulls heavy cables from below floors and overhead.	3	O	Vehicle, equipment cart, ladder	Driver's License	E	
Installs software and upgrades on network infrastructure and servers, following complex and detailed instructions.	4	O	Computer		E	
Communicates by phone, email, or in person with end users, vendors, and department staff; responds to requests for modifications to software applications and infrastructure configuration; advises departments on IT policies, requested technologies, business continuity, disaster recovery policies/procedures, and future growth; trains staff in complex procedures.	5	O	Computer, phone		E	
Uses good judgment and discretion while troubleshooting user reported problems related to network infrastructure and servers, differentiates between low and high level priorities; identifies and takes action to protect the County from outside hacking or viruses; responds quickly to high priority computer and systems issues; works outside normal business hours and during high stress situations; maintains a calm, courteous demeanor when dealing with high customer anxiety.	6	F	Computer		E	
Documents processes and training using professional level writing skills; analyzes component activities of complex tasks; accurately assesses progress and provides periodic written reports.	7	O	Computer		E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; reports or corrects unsafe conditions.	8	C			E	
Researches technology solutions which requires spending several hours in intense problem solving; switches from one problem/ system to another within a short time frame; processes information and evaluates best practices; participates effectively in strategic discussion and project planning while understanding rapid technological changes and their impact; performs cost analysis; makes presentations; attends meetings.	9	F	Computer		E	

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Participates in continuous training, research, study, and reading, both of and off-site, to keep current in information technology products, standards and best practices, and to maintain working knowledge of hardware and software applications of supported system; attends off-site training.	10	O	Computer		E	
Actively participates in department advisory groups and teams, such as: safety, process improvement, new program implementation/Initiatives; provides input and makes recommendations; responds to requests for information; provides information to co-workers.	11	O			E	
Designs and maintains backup and recovery procedures for network infrastructure including routers and switches; restores functionality within tight timeframes to minimize customer impact and maintain user productivity.	12	O	Computer		N	
Senior Network Analyst Only:						
Leads a team of Network and Systems Software Analysts: trains staff; assigns work; provides advice and technical guidance as a subject matter expert; resolves the most complex issues.	13	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., driving; using computer)	1-13	F			
2 Walking (i.e., troubleshooting issues and problems; installing computer hardware)	1,2,3,5,8,10,12	O			
3 Running	N/A	N			
4 Standing (i.e., using computer; troubleshooting issues and problems; installing computer hardware)	1,2,3,5,8,10,12	O			
5 Bending-Neck (i.e., driving; using computer; troubleshooting issues and problems; installing computer hardware)	1-12	F			
6 Bending-Waist (i.e., installing computer hardware; pulling heavy cables)	1,2,3	O			
7 Squatting (i.e., troubleshooting issues and problems; installing computer hardware; pulling heavy cables)	1,2,3	O			
8 Climbing (i.e., troubleshooting issues and problems; installing computer hardware; pulling heavy cables)	1,2,3	O			
9 Kneeling (i.e., troubleshooting issues and problems; installing computer hardware)	1,2,3	O			
10 Crawling (i.e., troubleshooting issues and problems; installing computer hardware; pulling heavy cables)	1,2,3	O			
11 Twisting-Neck (i.e., driving; using computer; troubleshooting issues and problems; installing computer hardware)	1-13	F			
12 Twisting-Waist (i.e., installing computer hardware; pulling heavy cables)	1,2,3	O			
13 Repetitive Hand Use	1,2,3,6,7	F			
14 Simple Grasping-Right Hand (i.e., pens, files)	1,2,3,6,7	F			
15 Simple Grasping-Left Hand (i.e., pens, files)	1,2,3,6,7	F			
16 Power Grasping-Right Hand (i.e., pulling heavy cables)	1,3	O			
17 Power Grasping-Left Hand (i.e., pulling heavy cables)	1,3	O			
18 Fine Manipulation-Right Hand (i.e., taking handwritten notes)	1,2,3,6,7	O			
19 Fine Manipulation-Left Hand (i.e., taking handwritten notes)	1,2,3,6,7	O			
20 Pushing and Pulling- Right hand (i.e., pushing equipment carts; pulling heavy cables)	1,2,3,6	O			
21 Pushing and Pulling-Left hand (i.e., pushing equipment carts; pulling heavy cables)	1,2,3,6	O			
22 Reaching-Above shoulder level (i.e., pulling heavy cables from overhead; troubleshooting issues and problems; installing computer hardware)	1,2,3	O			
23 Reaching-Below shoulder level (i.e., pulling heavy cable from below floors; troubleshooting issues and problems; installing computer hardware)	1-112	F			
24 Lifting-up to 10 lbs. (i.e., laptop; tools; step stool)	1,2,3	F			
25 Lifting-11-25 lbs. (i.e., computer networking equipment; ladder)	1,2,3	O			
26 Lifting-26-50 lbs. (i.e., computer networking equipment)	2,3	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
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. (i.e., laptop; tools; step stool)	1,2,3	F			
31 Carrying 11-25 lbs. (i.e., computer networking equipment; ladder)	1,2,3	O			
32 Carrying 26-50 lbs. (i.e., computer networking equipment)	2,3	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., driving; using computer; troubleshooting issues and problems; installing computer hardware)	1-12	C			
2 Functional color vision, normal or corrected (i.e., troubleshooting issues and problems)	1,2,3	O			
3 Functional night vision, normal or corrected (i.e., working stand-by shifts outside of normal business hours; working in confined spaces)	1,3	O			
4 Functional hearing, normal or corrected	7,11,12,12	F			
5 A sense of smell or taste	1,3	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	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 (Senior only)	O			
6 Required to direct other staff (e.g. planning, goal setting, performance) (Senior only)	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	O			
2 Meet time sensitive deadlines	O			
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	F			

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)	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)	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	N			
11 Acidic, Caustic Solutions	N			
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	O			
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	N			
29 Heights (e.g., rooftop, ladders, scaffolding, 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)	O			
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: _____