COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Permit Technician

DEPARTMENT: Permit Sonoma

PHYSICAL DEMAND STRENGTH RATING: Sedentary

DATE COMPLETED: April 2020 DIVISION: Administration

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	C. Freq	D. Equipment or	E. Specialized	F. Essential or	Medical Provider Use Only: For
	Duty	Rating	tools used to	Expertise, License,	Non- Essential	each job duty/function, indicate
	#		perform (Describe)	Certification Required?		in this column "Can Perform", is
				(Describe)		"Temporarily Restricted" from
						performing, or is "Permanently
						Restricted" from performing.
While performing the following duties, employees in this position						
work in a fast paced environment, working with a constant						
stream of customers, in a typical office setting, sitting for long						
periods of time and routinely using office equipment such as						
computers, phones, photocopiers, fax machines, etc.; provides						
calm, courteous assistance to customers who may be confused,						
angry, upset, or unaware of the information they need						

A. Job Duty/Function		Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	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.
Performs permit intake and processing, both in person and by electronic submittal: reads, reviews, and understands building codes, construction plans, permit applications, and related documents; recognizes and differentiates between types of documents determines appropriate routing of permits, involving multiples steps; identifies all necessary review processes; ensures accuracy and completion of materials; determines the information and forms required by the applicant; assists applicants with completing forms.	1	F	Computer, phone	ICC Permit Technician Certificate	E	
Communicates, in person, by phone, and in written format, with design and building professionals, members of the general public, and staff; advises on requirements for permits; explains regulations, policies and procedures; asks questions of callers/visitors to screen and route telephone calls and messages; maintains a calm and professional demeanor.		С	Computer, phone	ICC Permit Technician Certificate	E	
Enters and retrieves data in computer systems: creates, updates, and maintains records; searches for information; calculates fees; prints reports.	3	F	Computer, phone		E	
Determines and assigns addresses for new construction: reviews parcel maps; locates and understands access roads; determines physical location of property; identifies numbering systems; follows guidelines for choosing address.	5	F	Computer, phone		E	
Places and retrieves paper files and rolled plans, weighing up to 15 pounds, from storage areas; folds and unfolds plans; carries files and plans; places files and rolled plans in rolling cart; pushes cart; reaches above and below shoulder level to access documents; reaches forward, above shoulders, and below waist to retrieve and place paper files on hand trucks, shelves and file cabinet drawers.	6	0	Hand cart		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.	7	0	Computer, phone		E	
Participates in continuing education to maintain required certification(s) and to maintain and enhance knowledge and skills as necessary.	8	О	Computer		E	

PART 2: PHYSICAL DEMANDS

	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY:
Activity	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
1 Citting	Requiring Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Sitting	1-8	C			
2 Walking	1-8	0			
3 Running	N/A	N			
4 Standing	1-8	0			
5 Bending-Neck	1-8	С			
6 Bending-Waist	1-8	0			
7 Squatting	6	0			
8 Climbing	N/A	N			
9 Kneeling	6)			
10 Crawling	N/A	N			
11 Twisting (neck)	1-8	F			
12 Twisting (waist)	1-8	0			
13 Repetitive Hand Use	1-8	F			
14 Simple Grasping-Right Hand	1-8	F			
15 Simple Grasping-Left Hand	1-8	F			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand	1-8	0			
19 Fine Manipulation-Left Hand	1-8	0			
20 Pushing and Pulling (right hand)	1-8	0			
21 Pushing and Pulling (left hand)	1-8	0			
22 Reaching (above shoulder level)	6	0			
23 Reaching (below shoulder level)	1-8	0			
24 Lifting-up to 10 lbs.	1-8	0			
25 Lifting-11-25 lbs.	6	0			
26 Lifting-26-50 lbs.	N/A	N			
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.	1-8	0			
31 Carrying 11-25 lbs.	6	0			
32 Carrying 26-50 lbs.	N/A	N			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

PART 3: SENSORY REQUIREMENTS

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	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
Activity	Requiring Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Functional vision, normal or corrected	1-8	С			
2 Functional color vision, normal or corrected	1-8	0			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	1-8	С			
5 A sense of smell or taste	N/A	N			

PART 4: COMPREHENSION LEVEL

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Follow Oral Instructions	0			
2 Follow Written Instructions	F			
3 Required to sustain concentration	F			

PART 5: NATURE OF TASKS

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Follow set procedures	F			
2 Organize own work	0			
3 Able to ask questions or request assistance when needed	С			
4 Required to make decisions independently	F			
5 Required to train and/or lead other staff	N			
6 Required to direct other staff (e.g. planning, goal setting,	N			
performance)				

PART 6: WORK PACE

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Tightly scheduled and rapid pace of work activities at	С			
high volume				
2 Meet time sensitive deadlines	0			
3 Long and/or irregular hours	N			
4 Limited/unpredictable opportunity for breaks	N			
5 Required to perform on-call or emergency work	N			

PART 7: COMPLEXITY/VARIABILITY

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Variable and unpredictable workflow	F			
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	0			
task to another				
6 Possible legal ramifications associated with work activities	F			
or work product				

PART 8: INTERACTIONS WITH OTHERS

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Works with others (e.g., co-workers, other	С			
departments/agencies, public)				
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (e.g.,	F			
advises, persuades, justifies)				
4 Interactions occur under circumstances of emotional stress	0			
5 Risk of confrontation with violent or assaultive clients or	N			
customers				

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

	MEDICAL	PROVIDER	USE ONLY
1 Work Inside C 2 Work Outside N 3 Extreme Heat (above 100 degrees) N 4 Extreme Heat (above 100 degrees) N 5 Excessive Noise (must raise voice to be heard) N 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 N 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 10 Bloodical Toxins (e.g., poison ivy, poison oak, anthrax, etc.) N 21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.) N 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 N 27 Proximity to moving mechanical parts (e.g., equipment, nachinery) 28 Proximity to moving mechanical parts (e.g., equipment, nachinery) 28 Proximity to moving heckels or objects N 29 Heights (e.g., rooftop, ladders, scaffolding, etc.) N 30 Contact with water, other liquids, humid conditions - not weather related S1 Work Below Ground: (e.g., excavation, trench, etc.) N 31 Operates non-commercial motor vehicles (cars, trucks) N 32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections) 33 Operates non-commercial motor vehicles (cars, trucks) N 34 Operates commercial vehicles - CDL Class Endorsements S5 Operates passenger van to transport clients, inmates, etc.	Can	Temporarily	Permanently
2 Work Outside 3 Extreme Heat (above 100 degrees) 4 Extreme Cold (below 32 degrees) 5 Excessive Noise (must raise voice to be heard) 6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.) 7 Dust, Vapors, Fumes, Smoke 8 Silica, asbestos, etc. 9 Solvents (e.g., gas, turpentine, etc.) 10 Grease, oils 11 Acidic, Caustic Solutions 12 Pesticides 13 Explosives (e.g., dynamite, bomb, etc.) 14 Cleaning supplies, abrasives N 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 OBiological Toxins (e.g., poison ivy, poison oak, anthrax, etc.) N 21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.) N 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 N N 10 Contact with water, other liquids, humid conditions - not weather related 11 Work Below Ground: (e.g., excavation, trench, etc.) N 13 Operates non-commercial motor vehicles (cars, trucks) N 14 Operates commercial wotor collects N 15 Operates passenger van to transport clients, inmates, etc. N	Perform	Restricted	Restricted
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Class Endorsements 35 Operates passenger van to transport clients, inmates, etc. N			
35 Operates passenger van to transport clients, inmates, etc. N			
37 Operates heavy equipment N			
38 Other:			

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.

additional requirements after fine.			Frequency (one time,
Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	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.