

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Probation Industries Crew Supervisor
DEPARTMENT: Probation
DOT OCCUPATION CODE: 195.107-046, 839.131-010

DATE COMPLETED: April 2018
DIVISION: Adult Crew
PHYSICAL DEMAND STRENGTH RATING: Heavy, 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.
While performing the following duties, employees frequently work outdoors in all types of weather conditions, performing duties in both daylight and dark/dim conditions.							
Supervises a work crew of offenders completing various maintenance, landscape, construction, and industrial production projects; maintains control of offenders through the use of clear and respectful verbal commands; anticipates and averts potential problems which occur; reports inappropriate behavior or performance to Probation Officer and/or Sheriff.	1	C	Reflective Safety Vest; Hard Hat; Eye and Hearing Protection; Gloves	PC 832 Certification	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.
Instructs crew members and participates in the completion of various maintenance, landscape, construction, and industrial production projects including: trains crew members on care and use of tools, construction techniques, and common practices; performs tasks that may require climbing, squatting, kneeling, bending, reaching overhead, operates hand tools and power tools; lifts, carries, and places materials and equipment weighing up to 63 pounds; operates heavy equipment.	2	C	Tractors, Dozers, Excavators, Back-hoes, Weed Eaters, Shovels, Rakes, Power Tools, Hand Tools, Construction Materials, Personal Protective Equipment (PPE)		Y	E	
Instructs crew members in proper safety procedures and observes work being performed for compliance with safety practices and procedures; corrects unsafe behavior.	3	F	Weed Eaters, Shovels, Rakes, Power Tools, Hand Tools, Construction Materials, Personal Protective Equipment (PPE)		Y	E	
Drives 11 person passenger van to transport crew to and from various job sites; drives Dump Truck requiring a Class A license to drive loads, unloads, secures and pulls equipment trailers; inspects vehicles and trailers and reports any damage, safety, or other issues.	4	F	Passenger van, Trailers, Dump Truck	CA Driver's License, CA Class A Driver's License	Y	E	
Reads and interprets blueprints and specifications for various building projects.	5	F	Computer, Blue Prints		Y	E	
Plans daily schedule of tasks for work crew; assigns tasks to crew members.	6	F	Computer, White Board		N	N	
Reports inappropriate offender behavior or performance to Probation Officer and/or Sheriff verbally and in writing.	7	O	Phone, Computer		Y	E	
Orders and stocks drug screening materials; administers breath analyzer for alcohol testing.	8	O	Drug Screening Materials, Personal Protective Equipment		N	N	
Communicates by phone, in person, or by email with department staff, other county departments, and external agencies to report incidents; offender's behavior, attendance, and performance; job progress.	9	O	Phone, Computer		Y	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
Sitting (i.e., driving/transporting crew and equipment to and from job sites; using computer to complete reports)	4,5,6,7,9	O			
Walking (i.e., loading/unloading equipment and materials; supervising crew, on steep hills and embankments, slippery and uneven terrain)	1,2,3,4,6,9	F			
Running (i.e., retreating for safety)	1	O			
Standing (i.e., instructing crew on proper use of equipment/tools and safety procedures; supervising work crew; reading blue prints; conducting drug/alcohol urinalysis testing)	1,2,3,4,5,6,8,9	F			
Bending-Neck (i.e., preparing assignments for work crews; writing reports; loading/unloading equipment and materials; supervising work crew)	1,2,3,4,5,6,7,8,9	F			
Bending-Waist (i.e., instructing crew in proper safety procedures and proper use of equipment/tools; Loading/unloading equipment and materials; performing maintenance, landscaping, construction or industrial projects)	2,3,4	F			
Squatting (i.e., instructing crew in proper safety procedures and proper use of equipment/tools; Loading/unloading equipment and materials; performing maintenance, landscaping, construction or industrial projects)	2,3,4	O			
Climbing (i.e., up/down steep hillsides and embankments)	2,3,4	F			
Kneeling (i.e., instructing crew in proper safety procedures and proper use of equipment/tools; Loading/unloading equipment and materials; performing maintenance, landscaping, construction or industrial projects)	2,3,4	O			
Crawling (i.e., completing maintenance, landscaping or construction tasks)	2,3,4	O			
Twisting (neck) (i.e., preparing assignments for work crews; writing reports; loading/unloading equipment and materials; supervising work crew)	1,2,3,4,5,6,8	C			
Twisting (waist) (i.e., instructing crew in proper safety procedures and proper use of equipment/tools; Loading/unloading equipment and materials; performing maintenance, landscaping, construction or industrial projects)	2,3,4	O			
Repetitive Hand Use	1,2,3,4,5,6,7,8,9	C			
Simple Grasping-Right Hand (i.e., grasping hand tools; holding blueprints)	2,3,4,5,6,7,8,9	F			
Simple Grasping-Left Hand (i.e., grasping hand tools; holding blueprints)	2,3,4,5,6,7,8,9	F			
Power Grasping-Right Hand (i.e., using power tools; physically restraining or apprehending an offender)	1,2,3,4	O			
Power Grasping-Left Hand (i.e., using power tools; physically restraining or apprehending an offender)	1,2,3,4	O			
Fine Manipulation-Right Hand (i.e., conducting drug/alcohol urinalysis testing; using nails, screws, bolts, and nuts)	2,3,8	O			
Fine Manipulation-Left Hand (i.e., conducting drug/alcohol urinalysis testing; using nails, screws, bolts, and nuts)	2,3,8	O			
Pushing and Pulling (right hand) (i.e., pulling power tool starter rope; pushing wheel barrow; bringing debris up embankments)	2,3,4	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
Pushing and Pulling (left hand) (i.e., pulling power tool starter rope; pushing wheel barrow; bringing debris up embankments)	2,3,4	F			
Reaching (above shoulder level) (i.e., loading/unloading equipment and materials; trimming overhead branches)	2,3,4	O			
Reaching (below shoulder level) (i.e., loading/unloading equipment and materials; performing landscaping or construction tasks)	2,3,4,5,8	F			
Lifting-up to 10 lbs. (i.e., hand tools)	2,3,4,5,8	F			
Lifting-11-25 lbs.(i.e., weed eaters; barricades)	2,3,4	F			
Lifting-26-50 lbs. (i.e., full 5 gallon fuel/gas can)	2,3,4	O			
Lifting 51-75 lbs.(i.e., loading/unloading bags of concrete mix)	2,3,4	O			
Lifting 76-100 lbs.	N/A	N			
Lifting 100 + lbs.	N/A	N			
Carrying 0-10 lbs. (i.e., hand tools)	2,3,4	F			
Carrying 11-25 lbs. (i.e., weed eaters; barricades)	2,3,4	F			
Carrying 26-50 lbs. (i.e., full 5 gallon fuel/gas can)	2,3,4	O			
Carrying 51-75 lbs. (i.e., moving bags of concrete mix)	2,3,4	O			
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 (i.e., driving/transporting offender work crews; supervising a work crew; reading blue prints and specifications for building projects)	1,2,3,4,5,6,7,8,9	C			
Functional color vision, normal or corrected (i.e., identifying work crew that are being supervised; reading specifications for building projects)	1,3,4,5,7,8	O			
Functional night vision, normal or corrected (i.e., performing work assignments before or after daylight hours)	1,2,3,4	O			
Functional hearing, normal or corrected (i.e., communicating with work crews, other staff and county departments; to be able to identify potential equipment malfunction, traffic hazard or other dangers)	1,2,3,4,6,7,8,9	F			
A sense of smell or taste (i.e., supervising work crews; to be able to identify potential equipment malfunction, traffic hazards or other dangers; conducting drug/alcohol urinalysis testing)	1,2,3,4,8	F			

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	F			
Follow Written Instructions	F			
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
Follow set procedures	C			
Organize own work	F			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	F			
Required to train and/or lead other staff	O			
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
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	O			

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	F			
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)	C			
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

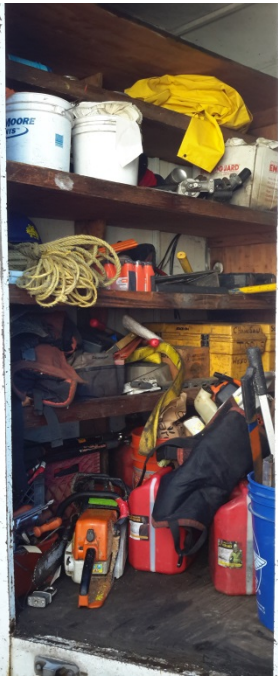
Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Work Inside (i.e., planning daily schedule of tasks; attendance and performance; documenting progress of jobs)	O			
Work Outside (i.e., participating, instructing and supervising work crews)	F			
Extreme Heat (above 100 degrees) (i.e., seasonal related weather exposure)	O			
Extreme Cold (below 32 degrees) (i.e., seasonal related weather exposure)	O			
Excessive Noise (i.e., working near traffic; working with power tools)	F			
Vibration (i.e., removing large branches or debris with chainsaw)	O			
Dust, Vapors, Fumes, Smoke (i.e., working along roadsides; using gas powered tools)	O			
Silica, asbestos, etc.	N			
Solvents (i.e., gas powered tools- weed eaters, chainsaws)	O			
Grease, oils (i.e., power tools with moving parts that requires lubrication)	O			
Acidic, Caustic Solutions (i.e., O.C. spray or Pepper spray)	O			
Pesticides (i.e., permethrin used to treat lice and scabies)	O			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives (i.e., cleaning supplies to clean tools)	O			
Other Chemicals (e.g. drugs and other contraband)	N			
Human Blood, Body Tissues, or Fluids (i.e., performing first-aid if someone is injured or ill)	O			
Human Wastes (i.e., while performing landscaping and community improvement projects)	O			
Animal Blood, Body Tissues, or Fluids	N			
Animal Wastes (i.e., while performing landscaping and community improvement projects)	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.) (i.e., performing landscaping and community improvement projects)	O			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste (i.e., performing landscaping and community improvement projects)	O			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough terrain (i.e., working on steep hillsides and embankments)	F			
Proximity to moving mechanical parts (i.e., using weed eaters and chain saws)	F			
Proximity to moving vehicles or objects (i.e., working near side of the road)	F			
Heights (i.e., completing construction and industrial production projects)	O			
Contact with water, other liquids, humid conditions - not weather related (i.e., working near creek beds)	F			
Work Below Ground: (e.g., excavation, trench, etc.)	N			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	O			
Operates non-commercial motor vehicles (cars, trucks)	N			
Operates commercial vehicles – CDL Class <u> A </u> Endorsements	O			
Operates passenger van to transport clients, inmates, etc. (i.e., transporting work crew to work site)	F			
Pulls non-commercial trailers or equipment (i.e., pulling trailer with equipment and materials to work site)	F			
Operates heavy equipment	O			
Other:	N			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS

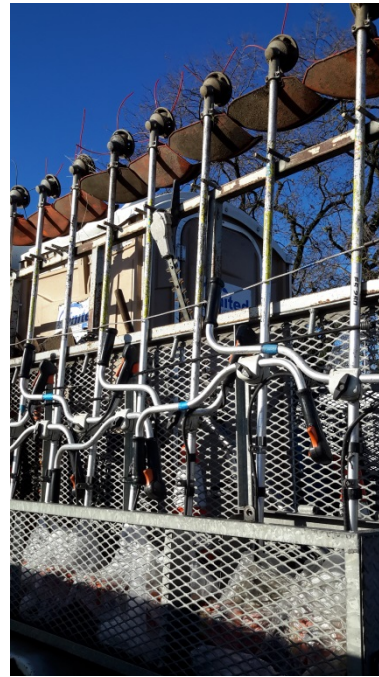
Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
Audiometric Testing			
DOT Drug and Alcohol Screening	X	X	Class A only - Random
DOT Physical Exam		X	Class A only Bi-Annual
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	X	X	Annual
Vaccine: MMR			
Vaccine: Hepatitis B	X		3 shot series, 1x
Vaccine: Influenza	X	X	Annual
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Supervised Adult Crew (SAC)
Trailer- 1st step- 12", 2nd step- 7"
Various Tools, Materials and
Equipment



Supervised Adult Crew (SAC)
Side of Trailer- 49" high to storage
Weed Eaters- 17 lbs.



Supervised Adult Crew (SAC)
12-15 Passenger van- 1st step- 18" from ground,
2nd step- 7" additional to van floor. 45" inches from
Ground to Driver's seat.



Supervised Adult Crew (SAC)
Barricade- 13 lbs.



Supervised Adult Crew (SAC)

Concrete Mix- 60 lbs. lifted from pallet to wheel barrow

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: _____