

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Programmer Analyst Trainee, Programmer Analyst, Senior Programmer Analyst **DATE COMPLETED:** June 2019

DEPARTMENT: Information Systems Department

DIVISION: All

PHYSICAL DEMAND STRENGTH RATING: Light/Sedentary

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 in an office environment routinely using office equipment such as computers, phones, photocopiers, fax machines, etc.						
Works long and irregular hours, including nights, weekends, and holidays, during response and recovery phases of emergency situations and natural disasters; responds to urgent priority requests for troubleshooting; must be available to access computer or return to county site.	1	O	Computer, phone		e	

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Develops and supports technical systems and processes that meet department customer needs; writes program code utilizing a variety of programming languages and tools; analyzes and designs computer applications; creates test transactions and runs tests to find errors and confirm programs meet specifications; analyzes code to find causes of errors and revises programs as needed; monitors error logs; receives reports of issues with data analysis, source code, and business processes; prioritizes and manages response to these issues; elevates issue to supervisor or manager as necessary; monitors error log.	2	C	Computer		E	
Works closely with assigned customers to analyze and understand their business processes and operational procedures; researches, identifies, evaluates, and recommends information systems solutions; works closely with customer to implement technical solutions; evaluates and assesses needs and priorities for information systems development, updates, operation, enhancement, maintenance, support, training, policies, and security.	3	C	Computer, phone		E	
Writes and maintains documentation to describe program development, logic, coding, testing, changes, and corrections; writes or modifies documentation describing installation and operating procedures.	4	F	Computer		E	
Communicates by phone, email, or in person with customers, vendors, and ISD staff to make recommendations, coordinate activities, answer questions, problem solve, trouble shoot and resolve obstacles, and provide information regarding complex technical issues; trains staff and customers on new processes and systems.	5	C	Computer, phone		E	
Participates in ongoing training, research, study, and reading, to maintain required certifications, and to maintain knowledge and skills necessary regarding information technology products, standards and best practices.	6	O	Computer		E	

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Actively participates in department advisory groups and teams; assists in development of departmental goals and objectives as related to the County Strategic Plan to keep infrastructure technology current; provides input and makes recommendations; responds to requests for information; provides information to co-workers attends management training and meetings.	7	O			E	
Unpacks and assembles computers, printers, phone systems, and other computer hardware; installs, customizes, configures maintains, and supports computer hardware, software, operating systems, and phone systems, both on and off-site; works in confined and dusty spaces; bends, reaches, stoops, crawls, climbs, uses equipment carts to move equipment.	9	F	Vehicle; equipment carts; small hand tools	CA Driver's license	E	
Collects, sorts, and analyzes data; prepares flow charts.	9	F	Computer		E	
Web assignment only:						
Develops and maintains web content; creates multimedia presentations and training materials; maintains cross-platform and cross-browser compatibility; produces a consistent visual image on the site by promoting uniform fonts, formatting, icons, images, layout techniques, and modularization; manages links and relationships with other sites, ensuring that links are up to date; updating information in pages and databases so that content is kept current.	10	C	Computer		E	
GIS assignment only:						
Develops GIS database layers to support spatial tracking and visualization of data; develops mobile and desktop applications; develops web maps and applications that provide staff and/or the public with information critical to decision support, ensures that published maps meet County standards and interface properly with the County's web content managements system; understands and uses relational databases and reporting tools; provides end user training	11	C	Computer		E	

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Public Safety Consortium assignment only:						
Develops and supports custom software; supports public safety software, including fire and emergency management services; integrates custom software with vendor systems; works closely with law enforcement partners.	12	C	Computer		E	
Senior only:						
Leads a team of Programmer Analysts: trains staff; assigns work; provides advice and technical guidance as a subject matter expert; manages the most complex projects; discusses staff issues with managers.	13	F	Computer		E	
Works with customer to determine scope and timeline for information technology projects; gathers requirements, and estimates time and materials to complete project; coordinates with project managers; acts as lead on project from start to finish.	14	F			E	
Writes and modifies computer programs of highly technical and complex natures	15	O	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 for a variety of job duties/tasks; using phone)	1-15	C			
2 Walking (to meetings)	1,3,4,8,13,14	O			
3 Running	N/A	N			
4 Standing(i.e., using computer for a variety of job duties/tasks; using phone; providing on and off-site technical support for management, staff and clients)	1-15	O			
5 Bending-Neck (i.e., using computer for a variety of job duties/tasks; using phone; providing on and off-site technical support for management, staff and clients)	1-15	F			
6 Bending-Waist (ie, unpacking and assembling computers, printers, phone systems and other hardware; installs, configures, maintains hardware, software, operating and phone systems; delivering equipment)	1,2,5,8,9,10,11,13	O			
7 Squatting (ie move and install computers)	1,2,8,11	O			
8 Climbing (ie curbs, stairs)	1,3,4,8,13,14	O			
9 Kneeling (ie, under desk to plug in computers)	1,2,8,11	O			
10 Crawling (ie, under desk to plug in computers)	1,2,8,11	O			
11 Twisting (neck) (i.e., using computer for a variety of job duties; driving; supervising staff; providing on and off-site technical support for management, staff and clients)	1-15	O			
12 Twisting (waist)	1,2,5,7-12	O			
13 Repetitive Hand Use	1-15	C			
14 Simple Grasping-Right Hand(i.e., holding mobile devices; holding file folders)	1-15	F			
15 Simple Grasping-Left Hand(i.e., holding mobile devices; holding file folders)	1-15	F			
16 Power Grasping-Right Hand(i.e., unpacking and assembling computers, printers, phone systems and other hardware; installing computer hardware; delivering equipment)	8	O			
17 Power Grasping-Left Hand(i.e., unpacking and assembling computers, printers, phone systems and other hardware; installing computer hardware; delivering equipment)	8	O			
18 Fine Manipulation-Right Hand (i.e., assembling computers, printers, phone systems and other hardware; configuring, maintaining computer hardware and phone systems)	1-15	O			
19 Fine Manipulation-Left Hand (i.e., assembling computers, printers, phone systems and other hardware; configuring, maintaining computer hardware and phone systems)	1-15	O			
20 Pushing and Pulling (right hand) (i.e., pushing and pulling equipment carts)	1-15	O			
21 Pushing and Pulling (left hand) (right hand) (i.e., pushing and pulling equipment carts)	1-15	O			
22 Reaching (above shoulder level)(to access files and resources in overhead cabinets, use white board)	1-15	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., unpacking and assembling computers, printers, phone systems and other hardware; installing computer hardware; delivering equipment)	1-15	0			
24 Lifting-up to 10 lbs. (i.e., laptops; mobile devices; files)	1-15	0			
25 Lifting-11-25 lbs. (i.e., laptops; computer hardware, phone systems or other equipment)	8	0			
26 Lifting-26-50 lbs. (i.e., computer hardware, phone systems or, equipment that weighs up to 40 lbs.)	8	0			
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., laptops; mobile devices; files)	1-15	0			
31 Carrying 11-25 lbs. (i.e., laptops; computer hardware, phone systems or other equipment)	8	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

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	1-15	C			
2 Functional color vision, normal or corrected (i.e., to be able to distinguish the color codes use to determine progress of project on spreadsheets; view maps)	2,3,10-12,14,15	C			
3 Functional night vision, normal or corrected	1	0			
4 Functional hearing, normal or corrected(i.e., providing technical assistance in person or over the phone; overseeing coordination and implementation of technical solutions; supervising staff; communicating with clients, vendors, and staff; participating in department advisory groups)	1-15	C			
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	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	F			
5 Required to train and/or lead other staff	F			
6 Required to direct other staff (e.g. planning, goal setting, performance)	F			

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	C			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	F			
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	O			
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 (ie testing or training on mobile apps)	O			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees)	N			
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	N			
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			
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)	N			
28 Proximity to moving vehicles or objects	N			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
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: _____