

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Residential Service Worker
DEPARTMENT: Probation
DOT OCCUPATION CODE: 361.684-011, 922.687-058

DATE COMPLETED: April 2018
DIVISION: Juvenile Hall
PHYSICAL DEMAND STRENGTH RATING: Medium

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.
Launders dirty linens, contaminated clothing, and personal items: loads, unloads washer/dryer and pushes laundry carts; reaches forward, above shoulders and below waist, pushes, pulls, lifts, carries, and places items weighing up to 15 pounds; pushes laundry carts to various locations within the facility.	1	F	Washer, Dryer, Cart		Y	E	
Takes inventory and places orders; receives deliveries and compares with order/requisition to ensure accuracy; rotates and replenishes stock; fills orders from stock on hand; reaches forward, above shoulders and below waist, pushes, pulls, lifts, carries, and places items weighing up to 50 pounds; pushes cart and delivers supplies to various locations within the facility.	2	F	Computer, Phone, Cart		Y	E	
Performs a variety of janitorial and custodial tasks to maintain a clean facility including sweeping and mopping.	3	O	Mop, Broom, Duster		N	N	
Communicates in person or by phone, email or via two-way radio with other department staff to ensure maintenance of stock inventories.	4	F	Computer, Phone, handheld portable radio		N	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., placing orders; communicating with other department staff)	2,4	O			
Walking (i.e., pushing laundry cart; taking inventory; delivering supplies; performing janitorial and custodial tasks)	1,2,3,4	F			
Running	N/A	N			
Standing (i.e., laundry; rotating/replenishing stock; performing janitorial and custodial tasks; communicating with other department staff)	1,2,3,4	F			
Bending-Neck (i.e., inspecting the laundry; placing and requisitioning orders; performing janitorial and custodial tasks; writing email)	1,2,3,4	F			
Bending-Waist (i.e., loading/unloading washer and dryer; rotating, replenishing, or filling stock orders; performing janitorial and custodial tasks)	1,2,3	O			
Squatting (i.e., taking inventory; rotating, replenishing or filling stock orders on lower shelves; performing janitorial and custodial tasks)	2,3	O			
Climbing (i.e., taking inventory; rotating, replenishing or filling stock orders on higher shelves)	2	O			
Kneeling (i.e., taking inventory; rotating, replenishing or filling stock orders on lower shelves; performing janitorial and custodial tasks)	2,3	O			
Crawling	N/A	N			
Twisting (neck) (i.e., loading/unloading washer and dryer; taking inventory; placing orders; rotating, replenishing and filling stock orders; performing janitorial and custodial tasks)	1,2,3,4	F			
Twisting (waist) (i.e., loading/unloading washer and dryer; performing janitorial and custodial tasks)	1,3	O			
Repetitive Hand Use	1,2,3,4	F			
Simple Grasping-Right Hand (i.e., grabbing laundry to place in washer or dryer; placing inventory; holding tools for janitorial and custodial tasks)	1,2,3	F			
Simple Grasping-Left Hand (i.e., grabbing laundry to place in washer or dryer; placing inventory; holding tools for janitorial and custodial tasks)	1,2,3	F			
Power Grasping-Right Hand (i.e., moving heavy inventory items; performing heavy janitorial and custodial tasks)	2,3	O			
Power Grasping-Left Hand (i.e., moving heavy inventory items; performing heavy janitorial and custodial tasks)	2,3	O			
Fine Manipulation-Right Hand (i.e., folding laundry; repairing equipment; maintaining files)	1,3,4	O			
Fine Manipulation-Left Hand (i.e., folding laundry; repairing equipment; maintaining files)	1,3,4	O			
Pushing and Pulling (right hand) (i.e., pushing laundry carts; moving inventory and stock; performing janitorial and custodial tasks)	1,2,3	F			
Pushing and Pulling (left hand) (i.e., pushing laundry carts; moving inventory and stock; performing janitorial and custodial tasks)	1,2,3	F			
Reaching (above shoulder level) (i.e., hanging clean laundry; rotating/replenishing stock on higher shelves; dusting overhead shelves and surfaces)	1,2,3	O			
Reaching (below shoulder level) (i.e., lifting laundry from carts; retrieving items from back of washer or dryer; rotating/replenishing stock on lower shelves; performing janitorial and custodial tasks)	1,2,3	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
Lifting-up to 10 lbs. (i.e., moving wet pieces of laundry from washer to dryer; filling orders from stock taking only one or two items at a time; using duster)	1,2,3	F			
Lifting-11-25 lbs. (i.e., handling linen/clothing bundles; replenishing stock; using wet mop)	1,2,3	O			
Lifting-26-50 lbs. (i.e., moving mattresses, receiving/moving large shipment items)	2	O			
Lifting 51-75 lbs.	N/A	N			
Lifting 76-100 lbs.	N/A	N			
Lifting 100 + lbs.	N/A	N			
Carrying 0-10 lbs. (i.e., moving wet pieces of laundry from washer to dryer; filling orders from stock taking only one or two items at a time; using duster)	1,2,3	F			
Carrying 11-25 lbs. (i.e., handling linen/clothing bundles; replenishing stock; using wet mop)	1,2	O			
Carrying 26-50 lbs. (i.e., moving mattresses)	2	O			
Carrying 51-75 lbs.	N/A	N			
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., to be able to identify owner of clothing and personal items; comparing order/requisition order to ensure accuracy; taking inventory; rotating/replenishing stock; performing janitorial and custodial tasks to maintain a clean facility)	1,2,3,4	C			
Functional color vision, normal or corrected (i.e., to be able to identify owner of clothing and personal items; comparing order/requisition to ensure accuracy)	1,2	O			
Functional night vision, normal or corrected	N/A	N			
Functional hearing, normal or corrected (i.e., to identify a potential problem with washer or dryer; to ensure accuracy when placing/filling orders; communicating with other staff, clients, and families)	1,2,4	O			
A sense of smell or taste (i.e., to identify a potential problem with washer or dryer; to be aware of potential exposure to human waste when doing laundry; to ensure that stock is not spoiled; to identify areas that need cleaning)	1,2,3	O			

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 others	N			
Required to direct others (e.g. planning, goal setting, performance)	N			

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	F			
Long and/or irregular hours	N			
Limited/unpredictable opportunity for breaks	N			
Required to perform on-call or emergency work	N			

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	O			
Attention divided by issues requiring multi-tasking	O			
Work requires precise attention to detail	O			
Use of judgment in routine matters	O			
Requires use of judgment in adapting procedures from one task to another	O			
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
Works with others (e.g., co-workers, other departments/agencies, public)	F			
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	N			
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 (all duties performed within the facility)	C			
Work Outside	N			
Extreme Heat (above 100 degrees)	N			
Extreme Cold (below 32 degrees)	N			
Excessive Noise (e.g., when working near washer and dryer)	O			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
Dust, Vapors, Fumes, Smoke (e.g., while performing janitorial and custodial tasks)	O			
Silica, asbestos, etc.	N			
Solvents (e.g., gas, turpentine, etc.)	N			
Grease, oils	N			
Acidic, Caustic Solutions (i.e., bleach used for laundry, ammonia used while performing janitorial or custodial tasks)	O			
Pesticides (i.e., Permethrin used to treat lice and scabies)	O			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives (i.e., laundry soap; cleaning solutions while performing janitorial and custodial tasks)	F			
Other Chemicals (e.g. drugs and other contraband)	N			
Human Blood, Body Tissues, or Fluids (i.e., handling soiled laundry; performing janitorial and custodial tasks)	O			
Human Wastes (i.e., handling soiled laundry; performing janitorial and custodial tasks)	O			
Animal Blood, Body Tissues, or Fluids (i.e., performing janitorial and custodial tasks)	O			
Animal Wastes (i.e., performing janitorial and custodial tasks)	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.) (i.e., handling soiled laundry)	O			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste (i.e., performing janitorial and custodial tasks)	O			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough terrain (e.g., gravel, rocks, hills, etc.) (i.e., walking on wet floors related to weather or after mopping)	O			
Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
Proximity to moving vehicles or objects	N			
Heights (e.g., rooftop, ladders, scaffolding, etc.) (i.e., rotating/replenishing stock on higher shelves)	O			
Contact with water, other liquids, humid conditions - not weather related (i.e., doing laundry; performing janitorial and custodial tasks)	O			
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 _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, etc.	N			
Pulls non-commercial trailers or equipment	N			
Operates heavy equipment	N			
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			
DOT Physical Exam			
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.



Clean Linen and Clothing



New Shoes and Toiletries



**New Clothing and Linen
Bundle of Towels- 15 lbs.
Stored up to 90 inches high**



**Sample Mattress
Stored up to 70 inches high**



**Sample Mattress
Average weight- 23 lbs.**



**Folding Chairs and Mattress
storage**



Additional Mattress Storage



Supply Cart and Ladder



**Sample of Supplies- Razors
13"x10"x8" – 12 lbs.
Stored up to 83 inches high**

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: _____