

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: SENIOR OFFICE ASSISTANT – WORKFORCE DEVELOPMENT

DATE COMPLETED:

DEPARTMENT: HUMAN RESOURCES DEPARTMENT

DIVISION: WORKFORCE DEVELOPMENT

PHYSICAL DEMAND STRENGTH RATING:

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	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 both a typical office setting, sitting for long periods of time and routinely using office equipment such as computers, phones, photocopiers, fax machines, etc. Employees in this position also provide support for various classes/trainings including transporting supplies, setting up training rooms, and speaking before small and large groups of people.						
Develop and electronically distribute training announcements and develop, produce, reproduce, publish and electronically distribute training materials and handouts; collate/organize copies, and place materials into binders.	1	O	Computer, Copier/Scanner, Binders		Essential	
Provide general administrative support to Workforce Development Manager and Workforce Development division staff including: email, phones, correspondence, filing, web searches, etc.	2	O	Computer, Phone		Essential	

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Communicates by phone, email, or in person with customers, vendors, departmental staff and other departments/agencies; asks questions of caller to screen and route telephone calls and messages; directs and announces visitors; responds to requests for information, room reservations, training services; maintains a calm, courteous demeanor when dealing with difficult customers, staff, or vendors.	3	C	Computer, Phone		Essential	
Maintains electronic records and files including: retrieves, adds, reviews, and updates information in databases and spreadsheets; develops and generates reports using data reporting tools; assists in the identification, clean-up, and transfer of data for conversion to other systems.	4	O	Computer, Phone		Essential	
Coordinates events with County and third-party trainers including scheduling of rooms and attendees, confirming receipt of training materials and equipment, and ensuring rooms are set-up appropriately.	5	O	Computer, Phone		Essential	
Sets up, monitors, and breaks down training rooms for events including: lifts, carries, loads, unloads, and transports supplies and materials weighing up to 25 pounds; pushes, pulls, lifts and carries tables, chairs, chart paper easels, audio-visual equipment, etc. weighing up to 25 pounds; and sets up, connects, and tests audio-visual equipment.	6	O	Hand cart		Essential	
Provides first level technical support and troubleshooting for various training management systems (e.g. SCORS, TargetSolutions, LMS to be acquired).	7	O	Computer, Phone		Essential	
Participates in training to maintain and enhance knowledge and skills required for this position.	8	O	Computer, Phone		Essential	

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	1-8	F			
2 Walking	1,2,3,5,6,8	O			
3 Running	n/a	N			
4 Standing	1,2,3,5,6,8	O			
5 Bending-Neck	1-8	F			
6 Bending-Waist	2,5,6	O			
7 Squatting	6	O			
8 Climbing	6	O			
9 Kneeling	6	O			
10 Crawling	6	O			
11 Twisting (neck)	1-8	F			
12 Twisting (waist)	1-8	O			
13 Repetitive Hand Use	1-5, 7,8	C			
14 Simple Grasping-Right Hand	1-8	O			
15 Simple Grasping-Left Hand	1-8	O			
16 Power Grasping-Right Hand	1,6	O			
17 Power Grasping-Left Hand	1,6	O			
18 Fine Manipulation-Right Hand	1,2,6	O			
19 Fine Manipulation-Left Hand	1,2,6	O			
20 Pushing and Pulling (right hand)	1,2,5,6	O			
21 Pushing and Pulling (left hand)	1,2,5,6	O			
22 Reaching (above shoulder level)	3	O			
23 Reaching (below shoulder level)	1,2,6	O			
24 Lifting-up to 10 lbs.	1,2,6	O			
25 Lifting-11-25 lbs.	6	O			
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.	1,2,6	O			
31 Carrying 11-25 lbs.	6	O			
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	1-8	C			
2 Functional color vision, normal or corrected	n/a	N			
3 Functional night vision, normal or corrected	n/a	N			
4 Functional hearing, normal or corrected	3,6,7,8	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	C			
2 Follow Written Instructions	C			
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	F			
2 Organize own work	O			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	O			
5 Required to train and/or lead other staff	N			
6 Required to direct other staff (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
1 Tightly scheduled and rapid pace of work activities at high volume	O			
2 Meet time sensitive deadlines	F			
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

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	O			
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	N			

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	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
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)	N			
4 Extreme Cold (below 32 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	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.)	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	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects	O			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
30 Contact with water, other liquids, humid conditions - not weather related	O			
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:

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.

Not applicable

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.

Heavier Items that are moved and lifted by HR staff:

- 1. Chair – 14 lbs.**
- 2. Table – Push/Pull 12 lbs.**
- 3. Hand Truck (loaded in and out of car) – 14.3 lbs. (Average per research, item not available to weigh).**
- 4. Box of brochures or other materials (from ground to 30 inches) – 24 lbs., dimensions 13" x 10" X 10"**