

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Technology Procurement Analyst/Lead Technology Procurement Analyst **DATE COMPLETED:** June 2019  
**(CST: Information Technology Analyst I/II and III)**

**DEPARTMENT:** Information Systems Department

**DIVISION:** Administration

**PHYSICAL DEMAND STRENGTH RATING:** Light

**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 sit for extended periods of time in an office setting, routinely using office equipment such as computers, phones, photocopiers, fax machines, etc.; may also work in a warehouse setting in close proximity to machinery, moving parts, and forklifts.						
Assists with the acquisition and purchase of hardware and software for the County's Information Technology infrastructure: creates technology purchase acquisition submissions; researches and analyzes products, licenses, and costs; obtains quotes; negotiates prices, terms and conditions, delivery specifications, and services; adheres to and understands County purchasing guidelines.	1	C	Computer; phone.		E	

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Works closely with ISD Staff, including Data Center, Network, Server, and Desk-Top teams, and with County Department/Agency staff, to define hardware and software licensing needs; makes recommendations for the most appropriate and cost effective solution.	2	F	Computer; phone.		E	
Develops and presents, verbally and in writing, pricing and service options for purchases, including savings analysis and vendor offering comparisons, to meet County's technology requirements while remaining within budget; uses professional level writing skills.	3	F	Computer; phone.		E	
Maintains the integrity of asset data: tracks and reports inventory data; enters data into computer software; executes and validates invoice payments and GL postings in conjunction with accounting staff and vendors; maintains electronic and paper records and files.	4	O	Computer; phone.		E	
Communicates by phone, email, or in person with other departmental staff and vendors to coordinate activities, answer questions, gather information, make recommendations, and to establish and maintain good working relationships.	5	F	Computer; phone.		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.	6	O	Computer		E	
Participates in continuous training, research, study, and reading, to keep current in information technology products, standards and best practices, and to maintain working knowledge of hardware and software applications of supported systems; attends off-site training.	7	O	Computer; phone.		E	
As needed, receives computer equipment, materials, and office supplies; inventories and tags items; delivers items to proper destination, using hand carts and trucks, and pallet jack; packages damaged, obsolete or unwanted materials for their return or disposal; bends, stoops, reaches, and stands for extended periods of time.	8	O	Hand cart and truck; pallet jack		N	

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.
Unpacks and assembles computers, printers, phone systems, and other computer hardware; demonstrates new technology to customers; lifts and moves equipment weighing up to 50 pounds; bends, reaches, stoops, crawls, climbs.	9	O	Equipment carts		N	
<b>Lead Procurement Analyst Only:</b>						
Leads procurement staff: trains staff; assigns work; provides advice and technical guidance as a subject matter expert; resolves the most complex issues.	10		Computer, phone		E	
Coordinates the acquisition and purchase of hardware and software for the County's Information Technology infrastructure.	11		Computer, phone		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 (computer work, meetings)	1-11	C			
2 Walking (walking to meetings, delivering supplies)	5-9	O			
3 Running	N/A	N			
4 Standing (computer work, receiving materials)	1-11	C			
5 Bending-Neck	1-11	F			
6 Bending-Waist	1-11	O			
7 Squatting (receiving supplies, unpacking supplies)	8,9	O			
8 Climbing (curbs, stairs)	5-7	O			
9 Kneeling (receiving supplies, unpacking supplies)	8,9	O			
10 Crawling (receiving supplies, unpacking supplies)	8,9	O			
11 Twisting (neck)	1-11	F			
12 Twisting (waist)	1-11	O			
13 Repetitive Hand Use	1-4	C			
14 Simple Grasping-Right Hand (pens, small tools)	1-8, 10,11	F			
15 Simple Grasping-Left Hand (pens, small tools)	1-8,10,11	F			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (taking notes)	1-11	O			
19 Fine Manipulation-Left Hand (taking notes)	1-11	O			
20 Pushing and Pulling (right hand) (drawers, doors, carts)	1-11	O			
21 Pushing and Pulling (left hand) (drawers, doors, carts)	1-11	O			
22 Reaching (above shoulder level) (getting supplies, placing supplies)	1-11	O			
23 Reaching (below shoulder level) (reaching for binders and supplies)	1-11	O			
24 Lifting-up to 10 lbs. (files, mobile devices)	1-11	F			
25 Lifting-11-25 lbs. (supplies)	8,9	O			
26 Lifting-26-50 lbs. (computers, hardware)	8,9	O			
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. (files, mobile devices)	1-11	F			
31 Carrying 11-25 lbs. (supplies)	8,9	O			
32 Carrying 26-50 lbs. (computers, hardware)	8,9	O			
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	1-11	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	1-11	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	O			
3 Required to sustain concentration	O			

**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	F			
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 (III level only)	O			
6 Required to direct other staff (e.g. planning, goal setting, performance) (III level only)	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	O			
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	O			
3 Work requires precise attention to detail	O			
4 Use of judgment in routine matters	F			
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	O			

**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	N			
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.)	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)	O			
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.**