

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Human Resources Analysts I/II/III  
**DEPARTMENT:** Human Resources  
**PHYSICAL DEMAND STRENGTH RATING:** Medium

**DATE COMPLETED:** August 4, 2022  
**DIVISION:** Workforce Development

**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 a typical office setting, sitting for long periods of time and routinely using office equipment such as phones, computers, printers, photocopiers, fax machines, etc. and has frequent interactions by phone, virtual formats, email, and in person with individuals and groups.	1	F	Computer, phone, office equipment		Essential	
Work Hours: position must work during core business hours; may require hours in excess of 40 hours per week as required of management employees.	2	F	Computer, phone, office equipment, audio-visual equipment and virtual meeting formats		Essential	

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Works alone and collaborates with others, including department customers, to assess training requests, develop statements of work, track progress/manage project to completion, design/develop and occasionally delivers training curricula, both in-person and virtually, using a variety of formats and media to various sized groups.	3	C	Computer, phone, office equipment		Essential	
Evaluates and curates on-line training offerings.	4	C	Computer, phone, office equipment		Essential	
Communicates with department staff regarding training and workshop logistics, schedules and enrollment to ensure successful delivery of trainings. Includes assisting with training room set up (move/set up/arrange tables, chairs and equipment, transporting/carrying training supplies and materials.	5	C	Computer, phone, office equipment		Essential	
Supports Workforce Development (WD) Manager with county-wide needs assessments and learning program developments	6	O	Computer, phone, office equipment		Essential	
Assists WD Manager with training schedules, securing OD trainers, and tracking budget	7	C	Computer, phone, office equipment		Essential	
Works independently and with others as needed to gathers and analyzes training data and information; drafts reports and makes recommendations	8	F	Computer, phone, office equipment		Essential	
Develops (drafts, posts, oversees process) RFPs and RFQs for Training and OD Vendor services	9	C	Computer, phone, office equipment		Essential	
Updates and maintains WD website	10	F	Computer		Non-Essential	
Supports program by responding to customer requests, calls, service tickets, and emails	11	C	Computer, phone, office equipment		Essential	
Provides general support for Sonoma higher ed	12	F	Computer, phone, office equipment		Non-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	1-12	Constant			
2 Walking	2,5	Occasional			
3 Running	N/A	Never			
4 Standing	2,5	Occasional			
5 Bending-Neck	1-12	Occasional			
6 Bending-Waist	1-12	Occasional			
7 Squatting	1-12	Never			
8 Climbing	N/A	Never			
9 Kneeling	N/A	Never			
10 Crawling	N/A	Never			
11 Twisting (neck)	1-12	Occasional			
12 Twisting (waist)	1-12	Occasional			
13 Repetitive Hand Use	1-12	Constant			
14 Simple Grasping-Right Hand	1-12	Occasional			
15 Simple Grasping-Left Hand	1-12	Occasional			
16 Power Grasping-Right Hand	5	Occasional			
17 Power Grasping-Left Hand	5	Occasional			
18 Fine Manipulation-Right Hand	1-12	Occasional			
19 Fine Manipulation-Left Hand	1-12	Occasional			
20 Pushing and Pulling (right hand)	5	Occasional			
21 Pushing and Pulling (left hand)	5	Occasional			
22 Reaching (above shoulder level)	1-12	Occasional			
23 Reaching (below shoulder level)	1-12	Occasional			
24 Lifting-up to 10 lbs.	1-12	Occasional			
25 Lifting-11-25 lbs.	5	Occasional			
26 Lifting-26-50 lbs.	N/A	Never			
27 Lifting 51-75 lbs.	N/A	Never			
28 Lifting 76-100 lbs.	N/A	Never			
29 Lifting 100 + lbs.	N/A	Never			
30 Carrying 0-10 lbs.	1-12	Occasional			
31 Carrying 11-25 lbs.	1-12	Occasional			
32 Carrying 26-50 lbs.	N/A	Never			
33 Carrying 51-75 lbs.	N/A	Never			
34 Carrying 76-100 lbs.	N/A	Never			

**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	1-12	Constant			
2 Functional color vision, normal or corrected	N/A	Never			
3 Functional night vision, normal or corrected	N/A	Never			
4 Functional hearing, normal or corrected	1-12	Constant			
5 A sense of smell or taste	N/A	Never			

**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	Constant			
2 Follow Written Instructions	Constant			
3 Required to sustain concentration	Constant			

**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	Constant			
2 Organize own work	Frequent			
3 Able to ask questions or request assistance when needed	Constant			
4 Required to make decisions independently	Occasional			
5 Required to train and/or lead other staff	Occasional			
6 Required to direct other staff (e.g. planning, goal setting, performance)	Never			

**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	Frequent			
2 Meet time sensitive deadlines	Constant			
3 Long and/or irregular hours	Occasional			
4 Limited/unpredictable opportunity for breaks	Never			
5 Required to perform on-call or emergency work	Never			

**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	Occasional			
2 Attention divided by issues requiring multi-tasking	Frequent			
3 Work requires precise attention to detail	Constant			
4 Use of judgment in routine matters	Constant			
5 Requires use of judgment in adapting procedures from one task to another	Constant			
6 Possible legal ramifications associated with work activities or work product	Occasional			

**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)	Constant			
2 Interactions limited to giving/receiving information	Constant			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	Occasional			
4 Interactions occur under circumstances of emotional stress	Occasional			
5 Risk of confrontation with violent or assaultive clients or customers	Never			

**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	Constant			
2 Work Outside	Occasional			
3 Extreme Heat (above 100 degrees)	Never			
4 Extreme Cold (below 32 degrees)	Never			
5 Excessive Noise (must raise voice to be heard)	Occasional			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	Never			
7 Dust, Vapors, Fumes, Smoke	Never			
8 Silica, asbestos, etc.	Never			
9 Solvents (e.g., gas, turpentine, etc.)	Never			
10 Grease, oils	Never			
11 Acidic, Caustic Solutions	Never			
12 Pesticides	Never			
13 Explosives (e.g., dynamite, bomb, etc.)	Never			
14 Cleaning supplies, abrasives	Never			
15 Other Chemicals (e.g. drugs and other contraband)	Never			
16 Human Blood, Body Tissues, or Fluids	Never			
17 Human Wastes	Never			
18 Animal Blood, Body Tissues, or Fluids	Never			
19 Animal Wastes	Never			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	Never			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	Never			
22 Biomedical Waste	Never			
23 Ionizing Radiation	Never			
24 Non-Ionizing Radiation	Never			
25 Electrical Energy	Never			
26 Walking on uneven, slippery, or rough surfaces	Never			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	Never			
28 Proximity to moving vehicles or objects	Never			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	Never			
30 Contact with water, other liquids, humid conditions - not weather related	Never			
31 Work Below Ground: (e.g., excavation, trench, etc.)	Never			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	Never			
33 Operates non-commercial motor vehicles (cars, trucks)	Never			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	Never			
35 Operates passenger van to transport clients, inmates, etc.	Never			
36 Pulls non-commercial trailers or equipment	Never			
37 Operates heavy equipment	Never			
38 Other:				

**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.)
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.**