

**COUNTY OF SONOMA - JOB DEMANDS ANALYSIS**

**JOB CLASSIFICATION:** Human Resources Analyst I, II, & III  
**DEPARTMENT:** Human Resources (HRD)  
**PHYSICAL DEMAND STRENGTH RATING:** Sedentary/Light

**DATE COMPLETED:** September 1, 2023  
**DIVISION:** Recruitment & Classification (R&C)

**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, these positions work during core business hours in a typical office setting, sitting for long periods of time and routinely using office equipment such as phones, computers, printers, and photocopiers, etc., and have frequent interactions by phone, virtual formats, email, and in person with individuals and groups. Depending upon operational needs, these management positions may be required to work more than 40 hours per week.						
Works offsite at community events and job fairs and conducts trainings and written exams during core business hours and outside of normal business hours. They must also be willing to work during emergencies and other critical events as R&C staff are integral to the effective operation of the County’s Emergency Operations Center (EOC) Logistics team.	1	0	Computer, tablet, phone, office equipment, audio-visual equipment; may need to independently travel to site		Essential	

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Maintains current knowledge of R&C best practices, laws, and regulations, including County policies, processes, Civil Service rules, and negotiated MOUs/Agreements. Conducts research and analyses and recommends changes/updates/edits as needed, including global analysis of potential impacts of changes, identification, and involvement of stakeholders, and communication and outreach to impacted parties. Interprets and explains HR policies and procedures, laws and regulations, Civil Service Rules, and MOUs/Agreements.	2	F	Computer, tablet, phone, office equipment, audio-visual equipment, and virtual meeting formats		Essential	
Works collaboratively with executive HR management, HR staff, department partners and leadership, employee representatives, boards, commissions, advisory bodies, and project stakeholders. Interprets and explains HR policies, procedures, Civil Service Rules, and MOUs/Agreements to same.	3	C	Computer, tablet, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to the site		Essential	
Prepares, reviews, and/or advises on recruitment and selection processes, activities, and materials.	4	F	Computer, tablet, phone, office equipment audio-visual equipment, and virtual meeting formats; may need to independently travel to the site		Essential	
Conducts classification studies and salary surveys; reviews and revises classification specifications and prepares salary recommendations. Participates in meet and confer and labor-management meetings. Develops and delivers professional written reports with recommendations to the Civil Service Commission, HR Leadership, Board of Supervisors, and other advisory or policy bodies as needed.	5	F	Computer, tablet, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to the site		Essential	

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Identifies program training needs; develops and conducts training, virtually and in person, on R&C-related topics to the public, staff, departments, and other bodies connected to the work of the R&C unit.	6	F	Computer, tablet, phone, office equipment, audio-visual equipment, virtual meeting platforms; may need to independently travel to site		Essential	
Advises and assists departments with creative problem-solving within the confines of set policies, rules, best practices, time constraints, and competing priorities. Achieves consensus by diplomatically navigating and influencing stakeholders with varying opinions, needs, and motivations.	7	C	Computer, tablet, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to the site		Essential	
Uses judgment, discretion, technical knowledge, written/oral communication skills, and interpersonal skills to convey information effectively and professionally to the public, County staff, union representatives, and management. Maintains a professional demeanor and communication style in a manner consistent with County HR expectations, policies, practices, and procedures.	8	C	Computer, tablet, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to the site		Essential	
Stays current on field-related legal requirements and best practice recommendations through training and industry resources. Conducts research as needed.	9	F	Computer, tablet, phone, office equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Assists with, coordinates, and develops (drafts, posts, oversees process) Statements of Work (SOWs), Requests for Proposals (RFPs) and Requests for Quotation (RFQs), contract agreements, and Board of Supervisor's items.	10	O	Computer, tablet, phone, office equipment		Essential	

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Uses judgment and discretion to integrate technical knowledge with interpersonal skills to effectively communicate to and work with the public, County staff, union representatives, and management in a professional manner consistent with County policies, practices, and procedures.	11	F	Computer, tablet, phone, office equipment, and virtual meeting formats		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 (desk work, trainings, meetings)	1-11	Constant			
2 Walking (job fairs, in person meetings)	1, 5, 6	Occasional			
3 Running	NA	Never			
4 Standing (Job fairs, delivering trainings in person, leading meetings)	1-11	Occasional			
5 Bending-Neck (desk work, meetings)	1-11	Constant			
6 Bending-Waist (desk work, sitting, picking up files, accesses file drawers)	1-11	Frequent			
7 Squatting (accessing files, materials/supplies for job fairs)	1-11	Occasional			
8 Climbing	NA	Never			
9 Kneeling	NA	Never			
10 Crawling	NA	Never			
11 Twisting (neck) (computer work, meetings, trainings)	1-11	Frequent			
12 Twisting (waist) (computer work, meetings, trainings)	1-11	Frequent			
13 Repetitive Hand Use (typing, computer work)	1-11	Constant			
14 Simple Grasping-Right Hand (opening doors, grabbing files, setting up equipment)	1-11	Occasional			
15 Simple Grasping-Left Hand (opening doors, grabbing files, setting up equipment)	1-11	Occasional			
16 Power Grasping-Right Hand	NA	Occasional			
17 Power Grasping-Left Hand	NA	Occasional			
18 Fine Manipulation-Right Hand (typing, mousing, writing)	1-11	Frequent			
19 Fine Manipulation-Left Hand (typing, mousing, writing)	1-11	Frequent			
20 Pushing and Pulling (right hand) (opening doors, grabbing files, setting up equipment)	1, 6	Occasional			
21 Pushing and Pulling (left hand) (opening doors, grabbing files, setting up equipment)	1, 7	Occasional			
22 Reaching (above shoulder level) (reaching for files, into cabinets)	1-11	Occasional			
23 Reaching (below shoulder level) (reaching for files, into cabinets)	1-11	Occasional			
24 Lifting-up to 10 lbs. (lifting files and equipment)	1-11	Occasional			
25 Lifting-11-25 lbs.	NA	Occasional			
26 Lifting-26-50 lbs.	NA	Never			
27 Lifting 51-75 lbs.	NA	Never			
28 Lifting 76-100 lbs.	NA	Never			
29 Lifting 100 + lbs.	NA	Never			
30 Carrying 0-10 lbs. (moving files and equipment)	1-11	Occasional			
31 Carrying 11-25 lbs.	NA	Occasional			
32 Carrying 26-50 lbs.	NA	Never			
33 Carrying 51-75 lbs.	NA	Never			
34 Carrying 76-100 lbs.	NA	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	1-11	Constant			
2 Functional color vision, normal or corrected	NA	Never			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
3 Functional night vision, normal or corrected	NA	Never			
4 Functional hearing, normal or corrected	1-11	Constant			
5 A sense of smell or taste	NA	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	Frequent			
2 Organize own work	Frequent			
3 Able to ask questions or request assistance when needed	Constant			
4 Required to make decisions independently	Frequent			
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 opportunities for breaks	Occasional			
5 Required to perform on-call or emergency work	Occasional			

**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	Frequent			
2 Attention divided by issues requiring multi-tasking	Constant			
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	Constant			

**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	Occasional			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	Frequent			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
4 Interactions occur under circumstances of emotional stress	Occasional			
5 Risk of confrontation with violent or assaultive clients or customers	Occasional			

**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)	Occasional			
4 Extreme Cold (below 32 degrees)	Never			
5 Excessive Noise (must raise voice to be heard)	Occasional			
6 Vibration (e.g., jackhammer, 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	Occasional			
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	Occasional			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	Never			
28 Proximity to moving vehicles or objects	Occasional			
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)	Occasional			
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.**