

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Human Resources Technician
DEPARTMENT: Human Resources
PHYSICAL DEMAND STRENGTH RATING: Light/Sedentary
INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

DATE COMPLETED: November 2023
DIVISION: Recruitment & Classification (R&C)

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 computers, phones, photocopiers, fax machines, etc.						
Communicates by phone, in person, or by email or other written format with departmental staff, members of the public, and public and private agencies; explains regulations, policies, and procedures; provides forms and other materials; assists in the proper completion of forms; asks questions of a caller to manage, screen and route telephone calls and messages; direct and announces visitors; maintains a calm and professional demeanor	1		Computer, Phone/Headset, and Audio-visual equipment		Essential	
Responds to requests for meetings and manage and schedule complex, and often changing, appointments, meetings, and calendars	2		Computer, Phone/Headset		Essential	

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.
Conducts research and analyzes data, enters/retrieves data in hardcopy and electronic systems, reviews data for accuracy, creates, updates, and maintains data, and writes memos/reports	3		Computer, Phone/Headset		Essential	
Prepares and processes a variety of materials such as letters, reports, memos, job announcements, exam materials, agenda items, resolutions, letters, contracts, and forms; reviews and revises templates and forms as needed to ensure compliance with changing requirements and to maximize efficiencies	4		Computer, Phone/Headset, Printer		Essential	
Receives and verifies vendor invoices, processes invoices for signature, and coordinates for payment	5		Computer, Phone/Headset		Essential	
Establishes and maintains effective working relationships with co-workers, department managers, supervisors, applicants, candidates, and the public, including: providing timely, accurate, and appropriate responses; works collaboratively, soliciting input and participation; remaining calm and professional when dealing with adversarial or emotional situations	6		Computer, Phone/Headset		Essential	
Works offsite at community events and job fairs and conducts training and proctors written and other exams, such as bilingual exams, during core business hours and outside of normal business hours; prepares and transports various materials for these events (giveaway items, handouts, test booklets, calculators, etc.); 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	7		Storage boxes, carts, popup signs and tents, tablecloths, tables, chairs, computers, phone/headset, audio-visual equipment; may need to independently travel to site		Essential	
Assess and appropriately prioritize a variety of work assignments, which requires balancing competing demands/deadlines and work interruptions	8		Computer, Phone/Headset, audio-visual equipment		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	C			
2 Walking	1, 7	F			
3 Running	NA	N			
4 Standing	1-8	O			
5 Bending-Neck	1-8	F			
6 Bending-Waist	7	O			
7 Squatting (loading/unloading written exam and job fair materials)	4, 7	O			
8 Climbing (stairs, step ladder)	3, 7	O			
9 Kneeling (assessing file cabinets and storage shelves)	3, 7	O			
10 Crawling	NA	N			
11 Twisting (neck)	1-8	F			
12 Twisting (waist)	1-7	O			
13 Repetitive Hand Use	1-8	C			
14 Simple Grasping-Right Hand	1-8	O			
15 Simple Grasping-Left Hand	1-8	O			
16 Power Grasping-Right Hand (pushing/pulling carts, setting up tables, chairs, popup tent)	7	O			
17 Power Grasping-Left Hand (pushing/pulling carts, setting up tables, chairs, popup tent)	7	O			
18 Fine Manipulation-Right Hand	1-8	O			
19 Fine Manipulation-Left Hand	1-8	O			
20 Pushing and Pulling (right hand) (carts of materials for written exams, job fairs, community events)	7	O			
21 Pushing and Pulling (left hand) (carts of materials for written exams, job fairs, community events)	7	O			
22 Reaching (above shoulder level) (assessing file cabinets and storage shelves)	3, 7	O			
23 Reaching (below shoulder level) (assessing file cabinets and storage shelves)	3,7	O			
24 Lifting-up to 10 lbs.	1-8	O			
25 Lifting-11-25 lbs.	3, 7	O			
26 Lifting-26-50 lbs.	NA	N			
27 Lifting 51-75 lbs.	NA	N			
28 Lifting 76-100 lbs.	NA	N			
29 Lifting 100 + lbs.	NA	N			
30 Carrying 0-10 lbs.	1-8	O			
31 Carrying 11-25 lbs.	3, 7	O			
32 Carrying 26-50 lbs.	NA	N			
33 Carrying 51-75 lbs.	NA	N			
34 Carrying 76-100 lbs.	NA	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	1-7	C			
2 Functional color vision, normal or corrected	NA	N			
3 Functional night vision, normal or corrected	NA	N			
4 Functional hearing, normal or corrected	1-8	C			
5 A sense of smell or taste	NA	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	O			
2 Follow Written Instructions	F			
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	C			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	O			
5 Required to train and/or lead other staff	O			
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	F			
2 Meet time-sensitive deadlines	C			
3 Long and/or irregular hours	N			
4 Limited/unpredictable opportunities for breaks (community events/written exams)	O			
5 Required to perform on-call or emergency work (disaster services work)	O			

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	F			
2 Attention divided by issues requiring multi-tasking	C			
3 Work requires precise attention to detail	C			
4 Use of judgment in routine matters	C			
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)	F			
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	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
1 Work Inside	C			
2 Work Outside	O			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	N			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jackhammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	N			
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	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			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
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.

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.