

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Recruitment and Classification Manager
DEPARTMENT: Human Resources
PHYSICAL DEMAND STRENGTH RATING: Light/Sedentary

DATE COMPLETED: 03/24/2023
DIVISION: Recruitment and Classification

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 computers, phones, photocopiers, fax machines, etc. and has frequent interactions by phone, virtual formats, email and in person with individuals and groups.	1	C	Computer, phone, webcam, pen, office equipment	N/A	Essential	
Works independently and as a team member. Plans, organizes, manages, and directs the County's recruitment and classification program, including developing, updating, and monitoring unit goals; generating reports and relevant metrics in support of unit goals and initiatives, managing unit staff (hire/fire/performance), developing and monitoring unit budget, establishing and managing unit contracts, and providing coordination and oversight of vendor services.	2	C	Computer, phone, paper, pen, office equipment	N/A	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.
Serves as the County's subject matter expert in the areas of recruitment, classification, staffing reductions, County Civil Service Rules and applicable policies and employment/labor agreements. Advises departments and staff on same.	3	C	Computer, phone, paper, pen	N/A	Essential	
Meet in person and virtually. Communicate effectively both verbally and in writing and collaborates with stakeholders across all levels of the organization and establishes effective working relationships.	4	C	Computer, phone, pen, paper	N/A	Essential	
Develop and provide effective training, in person and remotely, to department HR Liaisons, managers, supervisors, and/or employees on matters related to recruitment, hiring, classification, and staffing reductions.	5	O	Computer, phone, paper, pen	N/A	Essential	
Oversees, reviews, and/or prepares reports, documents, board items, presentations, and policies and procedures in support of activities related to recruitment and selection, classification studies, civil service rules, and staffing reductions.	6	F	Computer, phone, paper, pen	N/A	Essential	
Uses judgement, industry knowledge, diplomacy, and strategic thinking to assist department heads and managers in determining current and future staffing and organizational needs	7	O	Computer, phone, paper, pen	N/A	Essential	
Conducts and/or engages with and oversees the work of consultants conducting department head recruitments; communicates and works directly with the County Administrator and Board of Supervisors on related matters	8	O	Computer, phone, paper, pen	N/A	Essential	
Represents the unit at Civil Service Commission meetings, meet and confers, and contract negotiation tables. Generates and provides data, topic information and subject matter expertise in support of these activities.	9	O	Computer, phone, paper, pen	N/A	Essential	
Provides consultation and advice to managers regarding performance issues of probationary employees	10	O	Computer, phone, paper, pen	N/A	Essential	
Oversees the maintenance of departments' allocation lists in the HRIS; works with the County Administrator's Office to develop timelines, documents, and reports for the County budget process; oversees the maintenance and approval of personnel transactions in the HRIS	11	O	Computer, phone, paper, pen	N/A	Essential	
Actively maintains industry knowledge and stays current on field related laws, policies, and best practices.	12	C	Computer, phone, paper, pen	N/A	Essential	
Provides logistical and staff supports to County emergency operations.	13	O	Computer, phone, paper, pen	N/A	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 (general office computer/desk work; driving)	1-13	C			
2 Walking (to-from in person meetings)	1-13	O			
3 Running	NA	N			
4 Standing (delivering trainings)	5,9	O			
5 Bending-Neck (<i>working at computer; training</i>)	1-13	C			
6 Bending-Waist (sitting, reaching into file drawers)	1-13	C			
7 Squatting (reaching into drawers)	1-13	O			
8 Climbing	NA	N			
9 Kneeling	NA	N			
10 Crawling	NA	N			
11 Twisting (neck) (general desk work, training, driving)	1-13	O			
12 Twisting (waist) (general desk work, training, driving)	1-13	O			
13 Repetitive Hand Use (keyboarding/mousing)	1-13	F			
14 Simple Grasping-Right Hand (files, equipment, phone, pen)	1-13	F			
15 Simple Grasping-Left Hand (files, equipment, phone, pen)	1-13	F			
16 Power Grasping-Right Hand	NA	N			
17 Power Grasping-Left Hand	NA	N			
18 Fine Manipulation-Right Hand (typing, dialing, writing)	1-13	F			
19 Fine Manipulation-Left Hand (typing, dialing, writing)	1-13	F			
20 Pushing and Pulling (right hand) (opening drawers and doors)	1-13	O			
21 Pushing and Pulling (left hand) (opening drawers and doors)	1-13	O			
22 Reaching (above shoulder level) (reaching into cabinets)	1-13	O			
23 Reaching (below shoulder level) (reaching into drawers)	1-13	O			
24 Lifting-up to 10 lbs. (files, equipment/computer)	1-13	O			
25 Lifting-11-25 lbs. (files, equipment/computer)	1-13	O			
26 Lifting-26-50 lbs.	NA	O			
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. (files, equipment/computer)	1-13	O			
31 Carrying 11-25 lbs. (files, equipment/computer)	1-13	O			
32 Carrying 26-50 lbs.	NA	O			
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		C			
2 Functional color vision, normal or corrected		N			
3 Functional night vision, normal or corrected		O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
4 Functional hearing, normal or corrected		C			
5 A sense of smell or taste		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	F			
3 Required to sustain concentration	C			

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	C			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	F			
6 Required to direct other staff (e.g. planning, goal setting, performance)	F			

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	C			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency 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	F			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	C			
6 Possible legal ramifications associated with work activities or work product	C			

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)	C			
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)	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	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	O			
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:				

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.