

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Senior Office Assistant (0003)
DEPARTMENT: WTR
PHYSICAL DEMAND STRENGTH RATING: Sedentary

DATE COMPLETED: March 2024
DIVISION: Business Services and External Affairs Division

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 environment, sitting for long periods of time and frequently using a variety of office equipment such as printers, phones, photocopiers, scanners, etc.						
Under direction, SOA at Sonoma Water perform clerical and technical office support activities including scheduling, emailing, answering phones, web searches, filing, delivering paperwork and office supplies, etc.	1	C	Computer, phone, office equipment	N/A	E	
May serve as a lead worker for interns and/or other SOA; coordinates work with others; explains rules, policies and operations related to Agency records, programs, and services; may prioritize and balance work among employees and monitor work progress.	2	O	Computer, phone, office equipment	N/A	N	

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Communicates by phone, email, or in person with Agency staff, other departments/agencies, and members of the public; assists the public in person or by phone by answering inquiries; receives complaints and resolves them; screens incoming correspondence, calls, and visitors; answers correspondence which need not be referred to staff; maintains a calm and professional demeanor when dealing with difficult individuals.	3	F	Computer, phone	N/A	E	
Maintains electronic and hard copy records and files; maintains tickler files; retrieves, adds, reviews, and updates information in spreadsheets and hard copy files; uses a computer to produce a variety of materials including graphs, charts, reports, financial statements, resolutions, forms, and legal documents into finished versions; transcribes material from electronic recording equipment in which speed, organization, and context are difficult to follow.	4	F	Computer, phone, files, file boxes, office equipment	N/A	E	
Maintains and processes a variety of records and transactions; codes and classifies data; researches, interprets, and extracts information; receives and verifies bills, invoices, vouchers, purchase orders, claims, and related materials; tabulates amounts; posts revenue and expenditures to daily journals and control registers in accordance with procedural guidelines; adjusts accounts, proofs, and balances totals; traces and corrects errors; posts and consolidates an assortment of statistical information from a number of sources for incorporation into special periodic reports.	5	F	Computer, phone, office equipment	N/A	E	
Coordinates events with County and third parties including scheduling of meeting rooms and attendees, confirming receipt of meeting materials, transporting materials and equipment to external meeting rooms when necessary; takes meeting notes; summarizes meeting minutes; sets up and breaks down meeting rooms including: lifts, carries, pushes, pulls, loads, unloads, and transports supplies and materials weighing up to 25 pounds.	6	C	Computer, phone, office equipment, meeting equipment, hand cart	N/A	E	
Drives county vehicle to and from Agency facilities and external meeting sites; may drive passenger van to transport staff and occasionally the public.	7	O	Phone, vehicle	Valid CA Driver's License	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 (e.g., driving, using phone, computer)	all	C			
2 Walking	all	F			
3 Running	N/A	N			
4 Standing	all	F			
5 Bending-Neck (e.g., computer work, filing)	all	F			
6 Bending-Waist (e.g., filing, setting up meeting rooms)	all	F			
7 Squatting (e.g., filing, setting up meeting rooms)	4,6	O			
8 Climbing	N/A	N			
9 Kneeling (e.g., filing, setting up meeting rooms)	4,6	O			
10 Crawling	N/A	N			
11 Twisting (neck) (e.g., driving, using phone, computer)	all	F			
12 Twisting (waist) (e.g., filing, setting up meeting rooms)	4,6	F			
13 Repetitive Hand Use (e.g., computer work)	1,3,4,5	C			
14 Simple Grasping-Right Hand (e.g., when using a variety of office equipment such as calculators, scissors, etc.)	all	F			
15 Simple Grasping-Left Hand (e.g., when using a variety of office equipment such as calculators, scissors, etc.)	all	F			
16 Power Grasping-Right Hand (e.g., maneuvering equipment when setting up meeting rooms)	6	O			
17 Power Grasping-Left Hand (e.g., maneuvering equipment when setting up meeting rooms)	6	O			
18 Fine Manipulation-Right Hand (e.g., when using various office equipment)	all	O			
19 Fine Manipulation-Left Hand (e.g., when using various office equipment)	all	O			
20 Pushing and Pulling (right hand) (e.g., filing, pushing hand cart)	4,6	O			
21 Pushing and Pulling (left hand) (e.g., filing, pushing hand cart)	4,6	O			
22 Reaching (above shoulder level) (e.g., filing)	4,6	O			
23 Reaching (below shoulder level) (e.g., filing)	4,6	O			
24 Lifting-up to 10 lbs. (e.g., lifting light office equipment such as calculators, scissors, etc.)	1,3,4,5,6	F			
25 Lifting-11-25 lbs. (e.g., maneuvering meeting room equipment)	4,6	O			
26 Lifting-26-50 lbs.	N/A	N			
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. (e.g., carrying light office equipment such as calculators, scissors, etc.)	1,3,4,5,6	F			
31 Carrying 11-25 lbs. (e.g., maneuvering meeting room equipment)	4,6	O			
32 Carrying 26-50 lbs.	N/A	N			
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 (i.e., driving, using computer)	all	C			
2 Functional color vision, normal or corrected (e.g., working on color coded electronic documents)	4,5	O			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected (e.g., communicating with co-workers, supervisors, other agencies, public)	all	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	C			
2 Follow Written Instructions	C			
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	C			
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	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	F			
3 Long and/or irregular hours	N			
4 Limited/unpredictable opportunity for breaks	N			
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	O			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	F			
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	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies) (e.g., when training and engaging in other lead work activities)	O			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers (e.g., when interacting with the public)	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 (e.g., deliver/pick up mail, take documents to various county facilities)	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 (e.g., low voltage while using various office equipment)	O			
26 Walking on uneven, slippery, or rough surfaces	N			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects (e.g., driving)	O			
29 Heights (e.g., step stools)	O			
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. (e.g., may use passenger vans to transport staff)	O			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:	N/A			

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.