

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Department Analyst
DEPARTMENT: Human Resources

DATE COMPLETED:
DIVISION: Recruitment & 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 the *re 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.						
Directly supervises staff engaged in county-wide position control and personnel transaction processing: plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff training; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; utilizes appropriate discretion and assures compliance with County policy and federal and state laws in matters of employee relations, EEO, and ADA.	1	C	Computer, Phone		Essential	

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Oversees and coordinates county-wide position control activities including: liaison with HRIS staff, County Administrator's Office, and county-wide departmental budget staff to: facilitate meetings, discussions and demonstrations; identify, develop, and implement system and process changes to improve workflow, oversight, and reporting; document and train staff on new policies and procedures including large group presentations; audit position control activities to ensure compliance with Board authorized position authority and to ensure data accuracy, integrity, and consistency.	2	F	Computer, Phone, Audio-visual equipment		Essential	
Oversees and coordinates county-wide processing of all personnel transactions (e.g. new hires, promotions, transfers, merit increases) including: liaison with HRIS staff, Auditor-Payroll Office, and county-wide departmental payroll staff; facilitate meetings, discussions and demonstrations; identify, develop, and implement system and process changes to improve workflow, oversight, and reporting; document and train staff on new policies and procedures including large group presentations; audit personnel transaction processing activities to ensure compliance with MOUs, Civil Service Rules, and administrative policies and to ensure data accuracy, integrity, and consistency.	3	F	Computer, Phone, Audio-visual equipment		Essential	
Develops and generates reports from HRIS, Recruitment, Training, and other enterprise systems using various reporting tools; analyzes data to identify issues, trends, and opportunities for improvement; summarizes and presents findings and recommendations in narrative and oral reports, charts, and graphs, and Power Point presentations.	4	F	Computer, Phone, Audio-visual equipment		Essential	
Acts as liaison between HRIS technical staff, Human Resource business units, and county departments/agencies to: troubleshoot system issues; coordinate communications and develop/ update documentation and training guides; and develop and conduct data testing and peer review protocols to ensure data accuracy, integrity and consistency.	5	F	Computer, Phone		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.
Facilitates meetings, discussions, and demonstrations with HRIS team, HR business units, and county-wide stakeholders to: understand and document business requirements and develop and implement enhancements and upgrades to support improved management analytics, workflow, and business process automation.	6	O	Computer, Phone, Audio-Visual Equipment		Essential	
Identifies need or responds to requests from executive team for new policies/procedures; researches and analyzes issues; reviews relevant laws, regulations, policies, and best practices; writes policies/procedures using approved format and professional level writing skills; ensures policies/procedures are reviewed by and input received from all stakeholders; participates in meet and confer sessions with Unions as appropriate; ensures training, implementation, and distribution.	7	O	Computer, Phone		Essential	
Manages and administers assigned program areas such as unemployment claims administration, hiring/on-boarding and exit management/off-boarding, background investigations, volunteer and intern engagement; assigned unit website and social media development, etc.	8	O	Computer, Phone		Essential	
Participates in training, research, study, and reading, both of and off-site, to keep current in relevant information technology and human resource developments, standards and best practices, and to maintain and enhance required knowledge, skills, and abilities.	9	O	Computer, Phone		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	1-9	C			
2 Walking	1,2,3,6,9	O			
3 Running	n/a	N			
4 Standing	1,2,3,6,9	O			
5 Bending-Neck	1-9	F			
6 Bending-Waist (e.g. lower file drawers, lifting box of materials to transport to meetings)	2,3,6	O			
7 Squatting	n/a	N			
8 Climbing (e.g. stairs, in/out of car)	1,2,3,6,9	O			
9 Kneeling	n/a	N			
10 Crawling	n/a	N			
11 Twisting (neck)	1-9	F			
12 Twisting (waist)	1-9	O			
13 Repetitive Hand Use	1-9	C			
14 Simple Grasping-Right Hand	1-9	O			
15 Simple Grasping-Left Hand	1-9	O			
16 Power Grasping-Right Hand (e.g. lifting box of handouts/materials)	2,3,6	O			
17 Power Grasping-Left Hand	2,3,6	O			
18 Fine Manipulation-Right Hand (e.g. using paper clip to secure materials)	2,3,6	O			
19 Fine Manipulation-Left Hand (e.g. using paper clip to secure materials)	2,3,6	O			
20 Pushing and Pulling (right hand) (e.g. file drawers, doors)	1-9	O			
21 Pushing and Pulling (left hand) (e.g. file drawers, doors)	1-9	O			
22 Reaching (above shoulder level) (e.g. reference materials in overhead storage cabinets)	2,3,4,5,7,8	O			
23 Reaching (below shoulder level) (e.g. reaching across desk or table)	1-9	F			
24 Lifting-up to 10 lbs. (e.g. files, binders, etc.)	1-9	O			
25 Lifting-11-25 lbs. (e.g. files, binders, boxes of training materials, etc.)	2,3,6	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. files, binders, etc.)	1-9	O			
31 Carrying 11-25 lbs. (e.g. files, binders, boxes of training materials, etc.)	2,3,6	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	1-9	C			
2 Functional color vision, normal or corrected	n/a	N			
3 Functional night vision, normal or corrected	n/a	N			
4 Functional hearing, normal or corrected	1,2,3,5,6,8	F			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
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	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	O			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	F			
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	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	N			
5 Required to perform on-call or emergency work	N			

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	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)	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	N			

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	N			
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	N			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
30 Contact with water, other liquids, humid conditions - not weather related	O			
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:	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.

Not Applicable

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.