

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION: EXECUTIVE SECRETARY (0025)**  
**DEPARTMENT: CLERK-RECORDER-ASSESSOR**  
**PHYSICAL DEMAND STRENGTH RATING: SEDENTARY**

**DATE COMPLETED: August 2024**  
**DIVISION: ADMINISTRATION**

**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 (NR)	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.						
Provides in-person support, and handles routine matters and special projects for Department Head, Administrative Services Officer, and division Chief Deputies	1	F-C	Computer, Email, Calculator, Phone, Printer, Scanner, Files, Headset		E	
Responds to requests for meetings; manages and schedules complex and often changing appointments, meetings, and calendars	2	O	Computer, Email, Phone, Headset		E	
Communicates by phone, in person, or by email or other written format with departmental staff, members of the public, and public and private agencies; screens Department Head’s calls on the public line; maintains a calm and professional demeanor	3	F	Computer, Email, Phone, Headset		E	
Generally provides organization and confidential support including filing, maintenance/boxing of Administrative records for storage, and archives/destroys materials according to retention policies	4	O	Computer, Email, Printer, Scanner, Files		E	

A. Job Duty/Function *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.	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.
Tracks and completes forms/reports relating to Department Head's travel and Cal-Card expenses; reports Cal-Card expenses for self	5	O	Computer, Email, Printer, Scanner, Files		E	
Coordinates management and staff meetings; taking and transcribing minutes (virtually and in-person)	6	O	Computer, Email, Phone, Printer, Scanner, Files, Headset		E	
Editing, composing letters, memos, or other forms of written communication for Dept Head, Chief Deputy Assessor and Administrative Services Officer	7	O	Computer, Email, Printer, Scanner, Files		E	
Performs inventory of general office supplies and making purchases; tracking paper procurement according to SB 1383; reporting quarterly paper procurement report to Purchasing division	8	O	Computer, Email, Printer, Scanner, Files		E	
Performs various annual tasks relating to different divisions, including: preparing and mailing annual geothermal tax packages, submitting Assessment Roll Close Presentation BOS item and tracking from start to finish, preparing CAA Confidential Directory, performing various tasks before, during, and after an Election Day, and other duties as needed	9	O	Computer, Email, Phone, Printer, Scanner, Files, Headset		E	
Acts as a secondary backup to the Administrative Services Officer and Department Analyst with regards to facilities, safety procedures, interview coordination, and work with other internal service departments	10	O	Computer, Email, Phone, Printer, Scanner, Files, Headset		E	
Statement of Economic Interests: Distributes and certifies return of Form 700 of required filers in the Assessor's Office as the department's Form 700 Filing Officer	11	O	Computer, Email, Printer, Scanner, Files		E	
Exercises independent judgment and discretion in the performance of duties and responsibilities	12	C	Computer, Email, Phone, Printer, Scanner, Files, Headset		E	

**PART 2: PHYSICAL DEMANDS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Not Req., Occasional, Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting	1-12	F			
2 Walking	1, 3, 4, 8, 9	F			
3 Running	N/A	NR			
4 Standing	1-12	F			
5 Bending-Neck	1-12	C			
6 Bending-Waist	1, 4, 8, 9	O			
7 Squatting	N/A	NR			
8 Climbing	N/A	NR			
9 Kneeling	N/A	NR			
10 Crawling	N/A	NR			
11 Twisting (neck)	1-12	F			
12 Twisting (waist)	1-12	O			
13 Repetitive Hand Use	1-12	C			
14 Simple Grasping-Right Hand (mousing)	1-12	F			
15 Simple Grasping-Left Hand (mousing)	1-12	F			
16 Power Grasping-Right Hand	N/A	NR			
17 Power Grasping-Left Hand	N/A	NR			
18 Fine Manipulation-Right Hand (writing, paper clips, etc.)	1, 4-5, 8-9, 11	O			
19 Fine Manipulation-Left Hand (writing, paper clips, etc.)	1, 4-5, 8-9, 11	O			
20 Pushing and Pulling- Right Hand (open drawer)	1, 4-5, 8-11	O			
21 Pushing and Pulling- Left Hand (open drawer)	1, 4-5, 8-11	O			
22 Reaching (above shoulder level)	4, 8	O			
23 Reaching (below shoulder level)	4, 8	O			
24 Lifting-up to 10 lbs.	1-12	O			
25 Lifting-11-25 lbs.	N/A	NR			
26 Lifting-26-50 lbs.	N/A	NR			
27 Lifting 51-75 lbs.	N/A	NR			
28 Lifting 76-100 lbs.	N/A	NR			
29 Lifting 100 + lbs.	N/A	NR			
30 Carrying 0-10 lbs.	8	O			
31 Carrying 11-25 lbs.	N/A	NR			
32 Carrying 26-50 lbs.	N/A	NR			
33 Carrying 51-75 lbs.	N/A	NR			
34 Carrying 76-100 lbs.	N/A	NR			

**PART 3: SENSORY REQUIREMENTS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Not Req., Occasional, Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected	1-12	C			
2 Functional color vision, normal or corrected	N/A	NR			
3 Functional night vision, normal or corrected	N/A	NR			
4 Functional hearing, normal or corrected	1-3, 6	C			
5 A sense of smell or taste	N/A	NR			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Not Req., 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	C			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Not Req., Occasional, Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	C			
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	O			
6 Required to direct other staff (e.g. planning, goal setting, performance)	NR			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Not Req., 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	NR			
5 Required to perform on-call or emergency work	NR			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Not Req., Occasional, Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	C			
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	C			
6 Possible legal ramifications associated with work activities or work product	F			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Not Req., 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)	F			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	NR			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Activity	FREQUENCY RATING Not Req., Occasional, Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	C			
2 Work Outside	NR			
3 Extreme Heat (above 100 degrees)	NR			
4 Extreme Cold (below 32 degrees)	NR			
5 Excessive Noise (must raise voice to be heard)	NR			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	NR			
7 Dust, Vapors, Fumes, Smoke	NR			
8 Silica, asbestos, etc.	NR			
9 Solvents (e.g., gas, turpentine, etc.)	NR			
10 Grease, oils	NR			
11 Acidic, Caustic Solutions	NR			
12 Pesticides	NR			
13 Explosives (e.g., dynamite, bomb, etc.)	NR			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	NR			
16 Human Blood, Body Tissues, or Fluids	NR			
17 Human Wastes	NR			
18 Animal Blood, Body Tissues, or Fluids	NR			
19 Animal Wastes	NR			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	NR			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	NR			
22 Biomedical Waste	NR			
23 Ionizing Radiation	NR			
24 Non-Ionizing Radiation	NR			
25 Electrical Energy	NR			
26 Walking on uneven, slippery, or rough surfaces	NR			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	NR			
28 Proximity to moving vehicles or objects	NR			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	NR			
30 Contact with water, other liquids, humid conditions - not weather related	NR			
31 Work Below Ground: (e.g., excavation, trench, etc.)	NR			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	NR			
33 Operates non-commercial motor vehicles (cars, trucks)	NR			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	NR			
35 Operates passenger van to transport clients, inmates, etc.	NR			
36 Pulls non-commercial trailers or equipment	NR			
37 Operates heavy equipment	NR			
38 Other:	NR			

**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.**