

**COUNTY OF SONOMA - JOB DEMANDS ANALYSIS**

**JOB CLASSIFICATION:** Human Resources Analyst I/II/III

**DATE COMPLETED:** September 2023

**DEPARTMENT:** Human Resources Department

**DIVISION:** Employee and Labor Relations

**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.						
Provides advice, interpretations, recommendations, and training to supervisors, managers, and payroll staff regarding the appropriate application of labor agreements, relevant labor and employment laws, best practices, and County policies in matters relating to employee compensation, grievance administration, employee performance management and discipline, information requests, etc.	1	F	Computer, Phone/Headset, and Audio-visual equipment and may need to independently travel to the site		Essential	
Participates in labor-management negotiations (including meet and confer sessions), committees, and meetings as a member of the management team including presenting and supporting county proposals; responding to questions, requests, and	2	O	Computer, Phone, Pen/Pencil, may need to independently travel		Essential	

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counterproposals; taking notes of meeting discussions, agreements, and follow-up items.			to the site			
Researches and analyzes employee/labor relations legislation, case law, arbitral precedent, and administrative regulations to analyze the impact of changes and appropriately respond to questions, grievances, etc.	3	O	Computer, Phone		Essential	
Identifies, compiles, analyzes, and summarizes data to: develop and support recommendations and proposals; calculates cost impacts of proposals; identifies and summarize workforce trends and indicators; responds to information requests; determines appropriate bargaining unit designations for new job classifications; prepares reports, spreadsheets, graphs, charts, and PowerPoint presentations to illustrate findings.	4	O	Phone, Computer		Essential	
Writes, reviews, and/or revises county proposals/responses, MOU provisions, side letters, Board items, reports, policies, and various communications (e.g., letters, memos, emails, etc.).	5	O	Computer, Phone		Essential	
Collaborates with the labor relations team, providing input in the development of recommendations, strategies, and proposals on matters within the scope of bargaining.	6	O	Computer, Phone, and Audio-visual equipment and may need to independently travel to site		Essential	
Establishes and maintains effective working relationships with co-workers, department managers, supervisors, labor representatives, and stewards, including: providing timely, accurate, and appropriate responses; works collaboratively, soliciting input and participation; remains calm and professional when dealing with adversarial or emotional situations.	7	F	Phone and computer, and may need to independently travel to site		Essential	
Conducts surveys using phone and email to gather and compile information.	8	O	Phone, Computer		Essential	
Participates in training, research, study, and reading, both on and off-site, to keep current on relevant employee/labor relations legislation, case law, arbitral precedent, administrative regulations, etc., and to maintain and enhance required knowledge, skills, and abilities.	9	O	Computer, Phone, and may need to independently travel to site		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	1,2,9	O			
3 Running	n/a	N			
4 Standing	1,2,9	O			
5 Bending-Neck	1-9	F			
6 Bending-Waist (e.g., lower file drawers, lifting box of materials to transport to meetings)	1,2,3,8	O			
7 Squatting	n/a	N			
8 Climbing (e.g., stairs, in/out of a car)	1,2,9	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	1-10	O			
16 Power Grasping-Right Hand (e.g., lifting a box of handouts/materials)	1,2,9	O			
17 Power Grasping-Left Hand	1,2,9	O			
18 Fine Manipulation-Right Hand (e.g., using a paper clip to secure materials)	1,2,3,8	O			
19 Fine Manipulation-Left Hand (e.g., using a paper clip to secure materials)	1,2,3,8	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)	1,2,3,8	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.)	1,2,6	O			
25 Lifting-11-25 lbs. (e.g., binders, paper boxes)	1,2,9	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.)	1,2,6	O			
31 Carrying 11-25 lbs. (e.g., binders, paper boxes)	1,2,9	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	1,2,6,7,8,9	F			
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	F			
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)	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 (e.g., negotiations into evening hours)	O			
4 Limited/unpredictable opportunities 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	F			
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	F			

**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, labor representatives, stewards, etc.)	F			
2 Interactions limited to giving/receiving information	F			
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	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., 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	O			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
30 Contact with water, other liquids, humid conditions - not weather related (kitchen cleaning, washing own dishes)	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) (e.g., travelling to off-site meetings, trainings, conferences)	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.**