

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Risk Management Analyst I (0766), II (0767), III (0768)

DATE COMPLETED: December 2024

DEPARTMENT: Sonoma County Water Agency

DIVISION: Business Services & External Affairs Division

PHYSICAL DEMAND STRENGTH RATING: Medium

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.; employees frequently work in the field to provide safety trainings and to conduct safety inspections of worksites (e.g., facilities, water/wastewater plants, etc.); may perform duties in remote/unestablished areas, walking over rough, uneven, and/or slippery terrain.						
Risk Management Analyst I Only: Under supervision, performs the following duties (#4-12) related to risk management; incumbents expected to exercise independent judgment while gaining familiarity/knowledge of various specialty areas pertaining to risk management.	1	C	N/A	N/A	E	

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.
Risk Management Analyst II Only: Under general direction, performs the following duties (#4-12) related to risk management while exercising considerable discretion and independent judgement.	2	C	N/A	N/A	E	
Risk Management Analyst III Only: Acts as the manager for the Risk Management series; analyzes and performs difficult and complex tasks regarding the management of various programs; performs the following duties (#4-13) while exercising considerable discretion and independent judgment.	3	C	N/A	N/A	E	
Analyzes, interprets, and applies labor code and related regulations; makes decisions based on these laws, administrative guidelines, rules, and regulations; reads technical and legal documents; must be able to think critically and analytically.	4	F	Computer, phone	N/A	E	
Reads and extracts data from reports; inputs data in computerized systems and paper files; collects and organizes paper files including reaching above and below shoulder level, pushing and pulling to open/close file cabinet drawers, and lifting and carrying file boxes; generates, combines, and analyses monthly and annual reports and statistics; prepares written and oral reports.	5	F	Computer, phone, hard copy files	N/A	E	
Engages in high level auditing/accounting to determine if settlements are correct: calculates losses and settlement costs; prepares reports, spreadsheets, graphs, charts, and Power Point presentations to illustrate findings.	6	F	Computer, phone, calculator	N/A	E	
Trains employees (or engages the appropriate third party to facilitate the training of employees) on proper safety procedures: develops and delivers training presentations, both in-person and virtually to groups and individuals; provides clear instructions and guidance to employees; must work cooperatively with others; trainings may include but are not limited to: Swift Water Training, trainings on site shoring safety, tower climbing training, boat flip training, confined space entry training, HAZMAT/SCBA gear trainings; incumbents must have the appropriate knowledge to lead these trainings when necessary.	7	O	Computer, phone, training materials	Appropriate credentials to provide trainings	E	

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.
Conducts field work to participate in unplanned Cal-OSHA site visits post critical incidents or accidents; inspects Agency properties and job sites to develop and maintain an understanding of Agency positions; may conduct or contract with a vendor to provide Industrial Hygiene Testing (e.g., taking lead samples, decibel reading testing, ventilation testing); may be exposed to hazardous materials and waste; identifies safety concerns and provides solutions/assists with implementing corrective actions.	8	O	Computer, phone, PPE when necessary (e.g., Tyvek, SCBA, gloves, hardhat, etc.)	Appropriate credentials and/or training to conduct inspections	E	
Participates in continuous training, research, study, and reading both on and off-site, to keep current on relevant workers' compensation laws and regulations and safety training requirements; maintains and enhances required knowledge, skills, and abilities.	9	O	Computer, phone	N/A	E	
Communicates professionally orally and in writing; establishes and maintains effective working relationships with various stakeholders; works collaboratively; coordinates and leads safety committee meetings; may act as a project manager; remains calm and professional when dealing with difficult and stressful situations, including emergencies.	10	F	Computer, phone	N/A	E	
Drives vehicles to, from, and around worksites, including rugged, remote, and off-road locations; inspects vehicle and reports any maintenance issues.	11	O	Vehicle	Valid CA Driver's License	E	
Risk Management Analyst III Only: Reviews and investigates all Agency claims including liability, OSHA, and workers' comp: attends hearings and conferences; presents settlement information; pursues subrogation/recovery; demonstrates public relation skills; must have the ability to negotiate and make decisions. Risk Management Analyst I & II: May assist with investigations and claims.	12	F	Computer, phone	N/A	E	
Risk Management Analyst III Only: Supervises a staff of professional, technical, and clerical personnel; participates in recruitment, selection, and training; organizes and coordinates personnel activities.	13	F	Computer, phone	N/A	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	F			
2 Walking (e.g., around office, during facility inspections)	All	F			
3 Running	N/A	N			
4 Standing	All	F			
5 Bending-Neck (e.g., during inspections, office work)	All	F			
6 Bending-Waist (e.g., during inspections, office work)	All	F			
7 Squatting (e.g., when conducting inspections/leading trainings)	7 & 8	O			
8 Climbing (e.g., stairs and ladders when conducting inspections/leading trainings)	7 & 8	O			
9 Kneeling (e.g., when conducting inspections/leading trainings)	7 & 8	O			
10 Crawling (e.g., inspecting confined spaces/leading trainings)	7 & 8	O			
11 Twisting (neck) (e.g., driving, using phone, computer)	All	F			
12 Twisting (waist) (e.g., office work, during inspections)	All	F			
13 Repetitive Hand Use (e.g., computer work)	All	F			
14 Simple Grasping-Right Hand	All	F			
15 Simple Grasping-Left Hand	All	F			
16 Power Grasping-Right Hand (e.g., when training employees/conducting inspections)	7 & 8	O			
17 Power Grasping-Left Hand (e.g., when training employees/conducting inspections)	7 & 8	O			
18 Fine Manipulation-Right Hand (e.g., using computer)	All	F			
19 Fine Manipulation-Left Hand (e.g., using computer)	All	F			
20 Pushing and Pulling (right hand)	5, 7, 8, 11	O			
21 Pushing and Pulling (left hand)	5, 7, 8, 11	O			
22 Reaching (above shoulder level)	5, 7, 8	O			
23 Reaching (below shoulder level)	5, 7, 8	O			
24 Lifting-up to 10 lbs. (e.g., books, office supplies, field measuring devices)	All	F			
25 Lifting-11-25 lbs. (e.g., boxes of training materials, field measuring devices)	5, 7, 8	O			
26 Lifting-26-50 lbs. (e.g., boxes of training materials)	7	O			
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., books, office supplies, field measuring devices)	All	F			
31 Carrying 11-25 lbs. (e.g., boxes of training materials, field measuring devices)	5, 7, 8	O			
32 Carrying 26-50 lbs. (e.g., boxes of training materials)	7	O			
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 (e.g., driving, using computer)	All	C			
2 Functional color vision, normal or corrected (e.g., color vision necessary when conducting inspections and certain trainings)	7 & 8	F			
3 Functional night vision, normal or corrected (e.g., emergency response)	8	O			
4 Functional hearing, normal or corrected	All	C			
5 A sense of smell or taste (e.g., sensing fumes, vapors, leaks when conducting inspections/leading trainings in the field)	7 & 8	O			

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	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	F			
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 (e.g., when responding to hazardous chemical release emergencies)	O			
4 Limited/unpredictable opportunity for breaks	N			
5 Required to perform on-call or emergency work (e.g., 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	O			
2 Attention divided by issues requiring multi-tasking	O			
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			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
5 Risk of confrontation with violent or assaultive clients or customers (e.g., dealing with personnel conflicts)	0			

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	F			
2 Work Outside	O			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard) (e.g., inspecting a noisy facility/jobsite; decibel reading testing))	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke (e.g., airborne dust and fumes associated with construction sites)	O			
8 Silica, asbestos, etc. (e.g., exposure to silica dust when inspecting construction sites and some internal maintenance sites (e.g., water vault repair sites))	O			
9 Solvents (e.g., exposure to gas, turpentine, chlorine, sulfur dioxide, etc., during trainings/inspections)	O			
10 Grease, oils (e.g., exposure during inspections/trainings)	O			
11 Acidic, Caustic Solutions (e.g., exposure during inspections/trainings)	O			
12 Pesticides (e.g., exposure during inspections/trainings)	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband found surrounding homeless encampments)	O			
16 Human Blood, Body Tissues, or Fluids (e.g., inspecting water/wastewater treatment plants; inspecting release of potable sanitation lines/sewer breaks)	O			
17 Human Wastes (e.g., inspecting water/wastewater treatment plants; inspecting release of potable sanitation lines/sewer breaks)	O			
18 Animal Blood, Body Tissues, or Fluids (e.g., inspecting water/wastewater treatment plants; inspecting release of potable sanitation lines/sewer breaks)	O			
19 Animal Wastes (e.g., inspecting water/wastewater treatment plants; inspecting release of potable sanitation lines/sewer breaks)	O			
20 Biological Toxins (e.g., poison ivy, poison oak during trainings/inspections occurring outdoors)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders during trainings/inspections occurring outdoors)	O			
22 Biomedical Waste (e.g., occasionally called to visually check the HazWaste Container and/or confirm the waste streams brought in from the field; potential exposure to hypodermic needles when conducting field work in the proximity to homeless encampments)	O			
23 Ionizing Radiation (e.g., when training how to use UV Disinfection System and Compaction IR Detection Unit)	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
24 Non-Ionizing Radiation (e.g., radios and NIRs)	O			
25 Electrical Energy	O			
26 Walking on uneven, slippery, or rough surfaces (e.g., walking/hiking around agency job sites, treatment plants, and other facilities during safety inspections/when leading trainings in the field)	O			
27 Proximity to moving mechanical parts (e.g., when inspecting machine/wood shops and construction sites)	O			
28 Proximity to moving vehicles or objects (e.g., during inspections/when leading trainings in the field)	O			
29 Heights (e.g., step ladders)	O			
30 Contact with water, other liquids, humid conditions - not weather related (e.g., swift water trainings)	O			
31 Work Below Ground: (e.g., excavation, trench, meter pits/vaults, lift station wells, etc.)	O			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks)	F			
34 Operates commercial vehicles – CDL Class ___N/A___ Endorsements ___N/A___	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.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing	X	X	Annual
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam	X	X	As recommended by physician
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard	X	X	Annual
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		X	Offered
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.

Trainings and inspections that RMAs I, II, III may participate in:



Example Photo 1: General Construction Site Safety Analysis

- **When conducting safety analyses, incumbents may:**
 - **Lift 20 – 30 lbs.**
 - **Bend at the waist and neck**
 - **Climb over construction materials/up stairs/up ladders**
 - **Enter confined spaces**



Example Photo 2: Inspections/Safety Trainings Involving Removal of Street/Manhole Covers

- **Incumbents may:**
 - **Lift 20 – 50 lbs. to assess weight of cover/train on lifting strategy**
 - **Enter confined space**



Example Photo 3: Inspection of a Facility with Hazardous Materials

- Incumbents may:
 - Shift 30 to 50 lbs. Chemical containers to ensure labels are visible
 - Visually check containers for maintenance
 - Take swabs of chemical residue if present on containers



Example Photo 4: Response Vehicle Equipment

- 30 lbs. or less for each item listed



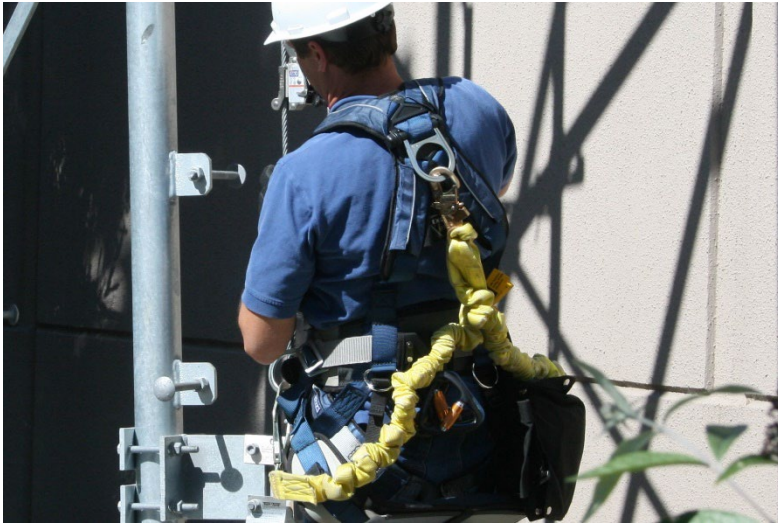
Example Photo 5: Shoring Site Safety Analysis/SOP Development/Safety Training

- **Incumbents may:**
 - **Climb ladders**
 - **Navigate through narrow areas**



Example Photo 6: Filter Removal and Confined Space Entry Safety Analysis/SOP Development/Safety Training

- **Incumbents may:**
 - **Train workers on the proper body mechanics used when climbing in/out of confined spaces**
 - **Train workers on fall protection measures**
 - **Train workers on filter removal safety**
 - **Train workers how to use/appropriately wear required PPE (including SCBA when necessary)**
 - **Observe work processes to develop SOPs**



Example Photo 7: Tower Climbing Training

- **Incumbents may:**
 - Train employees on proper climbing procedures
 - Train employees how to use/appropriately wear required PPE



Example Photo 8: Swift Water Training – Grabbing

- **Incumbents may:**
 - Train employees on proper body mechanics/safety procedures required when navigating swift water
 - Train employees how to use/appropriately wear required PPE



Example Photo 9: Swift Water Training – Rope Pulls

- Incumbents may:
 - Train employees on proper body mechanics/safety procedures used when conducting rope pulls

***Note:** As of this JDA's publication, the Agency uses an external company to provide Swift Water Trainings. While it is desirable for RMAs to know how to give Swift Water Trainings, they are not regularly entering swift water and providing the trainings pictured above (photos 8 & 9)



Example Photo 10: Fish Crew SOP Development

- Incumbents may:
 - Climb in and out of water while carrying equipment to a) understand the physicality of the job and b) conduct safety analysis/provide information on proper safety procedures