

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Air Quality Specialist I, II, III  
**DEPARTMENT:** Northern Sonoma County Air Pollution Control District  
**PHYSICAL DEMAND STRENGTH RATING:** Medium

**DATE COMPLETED:** March 2022  
**DIVISION:** Permits and Compliance

**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 the 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 moderate periods of time and routinely using office equipment such as computers, phones, photocopiers, fax machines, etc.; and may also telework; and work in the field, working outdoors in all types of terrain, vegetation, and weather conditions, performing duties in both daylight and dark/dim conditions.				CA Driver’s License		

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.
May assist with emergency and ad-hoc assessments of permitted and non-permitted air pollution sources after natural disasters; the deployment of portable ambient air monitors during a wildfire event; responds to public nuisance complaints, including open burning events; and other air pollution activities as observed in the field to identify and document potential public health safety concerns. May respond outside of office hours, including evenings, weekends, and holidays, during response and recovery phases of emergency and public nuisance situations.	1	O	Computer, phone, vehicle, PPE	CA Driver's License	E	
On a rotational schedule, on one or both weekend days; evaluates the burn day status; considering local and regional meteorological conditions; coordinates with CAL FIRE and local fire agencies as necessary; follows state and district regulations and procedures; exercises good judgment in determining the burn day status; and in a timely manner develops a brief voicemail recording for the public to learn burn day status.	2	O	Computer, phone		E	
Uses good judgment while working independently or assisting the District team with engineering, the permit process, calculating air pollution emissions, modeling and risk assessments, ambient air monitoring, and compliance inspections. Reads and understands specifications of air pollution control technologies, ambient air monitoring equipment, and processes of permitted facilities; reviews and makes recommendations on proposed permit projects; ensures consistent interpretation of and compliance with federal, state, and District air pollution regulations, and policies.	3	O	Computer, phone, ladder, PPE		E	
Communicates with permit applicants and permit holders, fellow regulatory staff/agencies, and general public, in person, by phone, and in written format. Interprets and explains state and District air pollution control regulations, policies, and procedures. Makes recommendations and gives instructions for deficiencies and violations; responds to questions related air pollution control equipment, ambient air monitoring, and industrial processes.	4	O	Computer, phone		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.
Prepares and assists with a variety of written reports, policies, and other documents; gathers and analyzes data; researches, and interprets air pollution control laws and regulations; assists with District data collection and reporting requirements for District, state, and federal programs. Ensures the accuracy of reports and the timeliness of completion; focuses on key priorities while not losing sight of any tasks necessary to assigned projects.	5	O	Computer, phone		E	
Represents the District and speaks before public bodies, organizations, committees, and the general public on matters pertaining to District programs, projects, ambient air monitoring, permitting, open burning, and activities. Works in collaboration with other agencies on public and private projects and policy initiatives; conducts outreach to stakeholders.	6	O	Computer, phone		E	
Conducts inspections at a variety of industrial sites, including construction, winery, agricultural, geothermal, wood and milling operations, gas stations, and open burning events; observes emissions testing and operations to evaluate permit compliance. Drives District vehicle/pick-up truck to offsite locations, including rugged, remote, and off-road locations; inspects vehicle and reports any issues or damage; may drive up to one hundred miles per day; and make up to five stops per day.	7	F	Vehicle, clipboard, PPE	CA Driver's License	E	
Conducts District monitoring activities that include the maintenance, repair, and operation of air monitoring equipment; climbing a ladder one-story to access rooftop monitoring sites; loading and unloading a ladder from the District pickup truck utilizing a ladder rack; deployment of portable monitors and community sensors; to service the monitor equipment, hardware components need to be removed for service or calibration or repaired in case of a malfunction. Prepares quarterly QA/QC report of monitoring data prepared for submittal to CARB and EPA.	8	F	Vehicle, ladder, basic tool box, pickup truck ladder rack	CA Driver's license Ladder safety training	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.
Actively participates in District advisory groups and teams as assigned, such as: APCO and District team meetings; trade association and professional groups, safety, process improvement, new program implementation/initiatives; provides input and makes recommendations; responds to requests for information; provides information to co-workers.	9	O	Computer, phone		E	
Implements necessary and required PPE and safety protocols when visiting or conducting inspections of industrial and commercial facilities; when present during open burn events; and at District monitor sites.	10	F	Industrial site PPE	Site-specific onsite safety training as required.	E	
Participates in continuous training to maintain and enhance the knowledge and skills required for this position. May be required to obtain and maintain VE (visible emissions) certification to perform visual opacity measurements.	11	O	Computer	VE certification.	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	1-11	F			
2 Walking	1-11	F			
3 Running	N/A	N			
4 Standing	1-11	O			
5 Bending-Neck	1-11	F			
6 Bending-Waist	1-11	O			
7 Squatting	1,7,8	O			
8 Climbing	1,7,8	O			
9 Kneeling	1,7,8	O			
10 Crawling	N/A	N			
11 Twisting (neck)	1-11	F			
12 Twisting (waist)	1-11	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
13 Repetitive Hand Use	1-6	O			
14 Simple Grasping-Right Hand	1-11	F			
15 Simple Grasping-Left Hand	1-11	F			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand	1-11	O			
19 Fine Manipulation-Left Hand	1-11	O			
20 Pushing and Pulling (right hand)	1-11	O			
21 Pushing and Pulling (left hand)	1-11	O			
22 Reaching (above shoulder level)	1-11	O			
23 Reaching (below shoulder level)	1-11	O			
24 Lifting up to 10 lbs.	1-11	F			
25 Lifting-11-25 lbs.	1,8	O			
26 Lifting-26-50 lbs.	1,8	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.	1-11	F			
31 Carrying 11-25 lbs.	1,8	O			
32 Carrying 26-50 lbs.	1,8	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	1-11	C			
2 Functional color vision, normal or corrected	7,8	O			
3 Functional night vision, normal or corrected	1,2,7,8	O			
4 Functional hearing, normal or corrected	1-11	O			
5 A sense of smell or taste	1,2,7,8	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	O			

**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	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	F			
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	O			
2 Meet time-sensitive deadlines	O			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunities for breaks	O			
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	F			
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	N			

**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)	F			
4 Interactions occur under circumstances of emotional stress	N			
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	F			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jackhammer, hammer drill, chainsaw, etc.)	N			

Activity	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional; Frequent, or Constant	Can Perform	Temporarily Restricted	Permanently Restricted
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions	N			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	N			
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.)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	O			
26 Walking on uneven, slippery, or rough surfaces	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
28 Proximity to moving vehicles or objects	O			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	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			



Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
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:				

**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.**