

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Safety Analyst I/II  
**DEPARTMENT:** Human Resources Department  
**PHYSICAL DEMAND STRENGTH RATING:** Light

**DATE COMPLETED:** August 25, 2022  
**DIVISION:** Risk Management Safety

**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 (on or off site) and in the field as needed for meetings with departments and to conduct field consultation to county operations. Office work involves sitting for long periods of time, routinely using office equipment including computers, phones, and photocopiers. Field work can include working outdoors for extended periods of time and site visits in remote, unestablished, rough terrain.	1		Computer, Phone/Headset, and general office equipment		Essential	
Maintains a general working knowledge of current Fed-OSHA, Cal-OSHA, applicable labor and penal codes, County, and assigned departmental safety programs in relation to Occupational Health and Safety (OHS).	2		Computer, Phone/Headset, and general office equipment, and reference material		Essential	

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Analyze matrix based OHS leading and lagging indicator data, loss and experiential data, department safety processes, initiatives, and operational procedures for compliance with industry best practices and regulatory compliance. Researches regulatory information, and performs general benchmarking, Gap, and Hazard Assessment analysis. Prepares/communicates responses and recommendations regarding interpretation of regulations and findings.	3		Computer, Phone/Headset, and general office equipment		Essential	
Support and participate in RFP process for vendor procurement as directed. Manage vendor contracts; manage and coordinate contracted consultants.	4		Computer, Phone/Headset, and general office equipment			
Facilitate communication and training with department Safety Coordinators and client department management. Foster a collaborative working relationship with client department stakeholders and across County HR units. Partner with Safety Unit team members and provide resources and information to team members. Assist with training of new staff. Provide direction to HR Tech in support of the Safety Unit.	5		Computer, Phone/Headset, and general office equipment		Essential	
Actively develop an understanding of client department operations and needs through in-person observation of operations, facility and worksite walkthroughs, and conversation with department employees/management. Identify potential areas of concern and/or gaps. Research and recommend potential solutions to stakeholders using available resources and contracted professionals as appropriate. Recommend actions and solutions. Document findings and recommendations.	6		Camera, County provided cell phone, tablet device, EHS monitoring equipment, and appropriate personal protective equipment		Essential	
Support departments in the implementation of County Safety Program including County-wide safety program initiatives. Elements include obtaining department management support, mentoring safety coordinators, developing written programs, processes, communication materials, training programs, holding meetings, presenting technical information, providing recommendations, and providing other resources.	7		Computer, Phone/Headset		Essential	

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Advise and support department management, safety coordinators, and employees on safety programs, policies, safety management processes, regulations, hazard assessment, incident response and corrective actions. Department guidance may be initiated by Risk for high-risk issues or county initiatives or upon request by the dept.	8		Computer, Phone/Headset		Essential	
Travel to a variety of locations including Fairgrounds, detention and other County facilities when conducting site visits and audits of department operations. Drive to County department locations.	9		County provided or personal vehicle and a valid California driver's license	Non commercial Driver's License	Essential	
Participate in unplanned Cal-OSHA site visits, post critical incident or accident site inspections, provide guidance to depts., and assist with corrective actions.	10		County provided or personal vehicle and a valid California driver's license	Non commercial Driver's License	Essential	
Partners with other HR units in support of HR wide initiatives as needed.	11		Computer, Phone/Headset, and general office equipment		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	1-11	C			
2 Walking (site visits/walkthroughs)	6,9,10	O			
3 Running	N/A	N			
4 Standing (standing in a facility or location during site visit)	6,9,10	O			
5 Bending-Neck ( <i>looking under and around items a site; working on a computer</i> )	1-11	F			
6 Bending-Waist (e.g. lower file drawers)	1-11	O			
7 Squatting	1-11	O			
8 Climbing (stairs, ladders, in/out of car)	6,9,10	O			
9 Kneeling	6,9,10	O			
10 Crawling	6,9,10	O			
11 Twisting (neck)	1-11	F			
12 Twisting (waist)	N/A	N			
13 Repetitive Hand Use	1-11	F			
14 Simple Grasping-Right Hand	1-11	O			
15 Simple Grasping-Left Hand	1-11	O			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (typing, mousing, stapling, paperclips, etc.)	1-11	F			
19 Fine Manipulation-Left Hand (typing, mousing, stapling, paperclips, etc.)	1-11	F			
20 Pushing and Pulling (right hand) (e.g. file drawers, doors, gates)	1-11	O			
21 Pushing and Pulling (left hand) (e.g. file drawers, doors, gates)	1-11	O			
22 Reaching (above shoulder level) (e.g. overhead storage cabinets, writing on a whiteboard)	1-11	O			
23 Reaching (below shoulder level) e.g. reaching across a table, accessing a low file drawer)	1-11	O			
24 Lifting-up to 10 lbs.	1-11	F			
25 Lifting-11-25 lbs. (File boxes, safety equipment?)	1-11	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.	1-11	F			
31 Carrying 11-25 lbs.	1-11	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	1-11	C			
2 Functional color vision, normal or corrected	N/A	N			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
3 Functional night vision, normal or corrected	1-5	O			
4 Functional hearing, normal or corrected	1-5	C			
5 A sense of smell or taste	1-5	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	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	F			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	C			
6 Required to direct other staff (e.g. planning, goal setting, performance)	C			

**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	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	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	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	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	C			
4 Interactions occur under circumstances of emotional stress	F			
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	O			
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., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	O			
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	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)	O			
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:				

**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		X	Periodic
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.**