

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Administrative Aide - IOLERO

**DATE COMPLETED:** May 26, 2021

**DEPARTMENT:** Independent Office of Law Enforcement Review and Outreach

**DIVISION:** IOLERO Admin

**PHYSICAL DEMAND STRENGTH RATING:** Sedentary/Light

**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, and office equipment.						
Working independently, manages the accounts payable, payroll, and customer billing functions for the department; enters and reviews detailed information in databases and other computerized systems; understands, analyzes, and applies complex rules and regulations; reviews, researches, and verifies accuracy and completeness of data entered into systems; ensures compliance with County and department policies; researches changes, omissions, and errors; obtains information needed to correct record; adjusts and corrects records; generates various reports using database reporting tools.	1	F	Computer, phone, stapler, label maker, printer/copier, hole punch		E	

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Using good judgment and discretion, communicates by phone, email, or in person with staff, managers, and the public. Explains detailed and complex information; communicates effectively by phone, email, or in person with other department and agency staff to request guidance, advise, or offer assistance, or to resolve complaints; reports information in a timely manner to management; maintains a calm, courteous demeanor.	2	F	Computer, phone, stapler, label maker, printer/copier, hole punch		E	
Actively participates in a variety of meetings, including assisting with the Community Engagement program; CAC meetings including all of the administrative and legal requirements associated with facilitating Brown Act meetings.	3	O	Computer, phone, stapler, label maker, printer/copier, hole punch, hand truck/cart		E	
Completion of tasks related to the audit process which is important to the integrity of IOLERO and the community. Collects, assembles, analyzes, and interprets data for audits.	4	F	Computer, phone, stapler, label maker, printer/copier, hole punch		E	
Takes inventory and places orders; receives deliveries and compares with order/requisition to ensure accuracy; rotates and replenishes stock; reaches forward, above shoulders and below waist to lift, push, pull, carry, and place items weighing up to 50 pounds.	5	F	Computer, phone, stapler, label maker, printer/copier, hole punch, vehicle		E	
Assists with the coordination of the department selection process including: schedules and coordinates interviews; print related documents; assists with interview orientation.	6	O	Computer, phone, stapler, label maker, printer/copier, hole punch		E	
Provides general administrative support for Department Head and managers; including: scheduling/calendaring, email, phones, correspondence, filing, and web searches; conducts small research projects as needed receives, sorts, and distributes incoming and outgoing mail; tracks and coordinates Board Items, contracts, and other documents and records using computerized systems; assembles physical documentation in established format; collate/organize copies, and place materials into binders; reaches forward, above shoulders, and below waist to retrieve and place paper files on hand trucks, shelves and in file cabinet drawers.	7	O	Computer, phone, stapler, label maker, printer/copier, hole punch		E	

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Implements, coordinates, and facilitates department health and safety programs; serves as a source of safety information for the department; reviews injury and accident reports; ensures cause is identified and corrective action taken; recommends safety procedure and program updates; prepares periodic reports for management on safety issues and trends; attends county-wide safety meetings.	8	O	Computer, phone, stapler, label maker, printer/copier, hole punch		E	
Coordinates and oversees facility and maintenance issues; and issuance of proximity cards; contacts the General Services Department to request work to be done; negotiates for improvements and repairs; contacts vendors to schedule; advises staff of scheduled repairs; ensures repairs are completed satisfactorily and in a timely fashion; coordinates proximity card access with other departments; tracks issuance and access for cards.	9	O	Computer, phone, stapler, label maker, printer/copier, hole punch		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	1-9	C			
2 Walking (greeting people; walking to meetings)	1-3, 5, 8	O			
3 Running	N/A	N			
4 Standing	1-9	C			
5 Bending-Neck	1-9	C			
6 Bending-Waist	1-9	O			
7 Squatting	N/A	N			
8 Climbing	N/A	N			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck)	1-9	F			
12 Twisting (waist)	1-9	F			
13 Repetitive Hand Use	1-9	C			
14 Simple Grasping-Right Hand	1-9	C			
15 Simple Grasping-Left Hand	1-9	C			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (taking manual notes)	1-9	C			
19 Fine Manipulation-Left Hand (taking manual notes)	1-9	C			
20 Pushing and Pulling (right hand) (opening doors, file cabinets, and drawers)	1-9	O			
21 Pushing and Pulling (left hand) (opening doors, file cabinets, and drawers)	1-9	O			
22 Reaching (above shoulder level) (reaching for files, supplies)	1, 3, 5, 8	O			
23 Reaching (below shoulder level) (reaching for files, supplies)	1, 3, 5, 8	O			
24 Lifting-up to 10 lbs.	3, 5, 8	O			
25 Lifting-11-25 lbs.	3, 5, 8	O			
26 Lifting-26-50 lbs.	3, 5, 8	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.	1-9	O			
31 Carrying 11-25 lbs.	1-9	O			
32 Carrying 26-50 lbs.	1-9	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	1-9	C			
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	C			
2 Follow Written Instructions	C			
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	C			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	C			
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)	O			

**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	N			
4 Limited/unpredictable opportunity 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	O			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	C			
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	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)	F			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	O			

**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)	N			
5 Excessive Noise (must raise voice to be heard)	N			
6 Vibration (e.g., jack hammer, 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	N			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
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)	N			
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			
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.**



**Pop-up Canopy for events**



**Wagon, table, chairs used at events**