

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Administrative Services Officer I – CAO
DEPARTMENT: CAO
PHYSICAL DEMAND STRENGTH RATING: Sedentary/Light

DATE COMPLETED: Feb 2021
DIVISION:

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 the*re 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.						
Directly supervises staff engaged in accounting, human resources, and administrative support functions: plans, organizes, and assigns work; orients and trains staff; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; utilizes appropriate discretion and assures compliance with County policy and federal and state laws in matters of employee relations, EEO, and ADA.	1	F	Computer, phone		Essential (E)	

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Oversees the recruitment and hiring of department employees while following established County policies: submits recruitment request to County Human Resources electronically; works collaboratively with County HR staff to develop job bulletin and testing processes; secures subject matter experts to participate in testing process; oversees and coordinates department selection process including: schedules and coordinates interviews, ensures compliance with statutory requirements and County policies and procedures related to background investigations, reference checks, and medical screening, prepares paperwork finalizing hiring decision.	2	F	Computer. phone		E	
Oversees department Personnel Actions; reviews and approves all new hires, terminations, merit administration, and promotions/demotions in compliance with Civil Service Rules, County Administrative Policies, and MOUs; monitors and facilitates staff required continuing education requirements and other training.	3	F	Computer. phone		E	
Using good judgment and following County policies and MOU provisions, advises and educates department managers and supervisors on human resources issues, such as discipline, Americans with Disabilities Act requirements; performance management; discrimination, hiring practices, union matters, etc.; ensures personnel actions are taken in a timely fashion.	4	F	Computer, phone		E	
Identifies need for new procedures and guidelines; researches and analyzes issue; reviews relevant laws, regulations, and policies; writes procedures and guidelines, using approved format and professional level writing; communicates newly approved guidelines/procedures to department staff; prepares disciplinary documents, job announcements; and other written communications	5	O	Computer, phone		E	

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Using good judgment and discretion, communicates by phone, email, or in person with staff; provides advice and guidance on operational and human resources issues; communicates effectively by phone, email, or in person with other department and agency staff to persuade, negotiate, guide, advise, or assist, or to resolve work issues; maintains a calm, courteous demeanor; responds to questions quickly while providing clear and professional answers	6	C	Computer, phone		E	
Prepares and assists with a variety of written reports; gathers and analyzes data; ensures the accuracy of reports and the timeliness of completion; manages tasks within a project that has tight deadlines using one's ability to multitask and prioritize while exercising good judgment under pressure; focuses on key priorities while not losing sight of any tasks necessary to assigned projects	7	C	Computer, phone		E	
Oversees the department's health and safety programs; ensures that all safety programs are followed and that appropriate training is provided; approves and signs off on all corrective actions, reports of illness or injury, and changes to programs; ensures safety of on and off-site warehouses.	8	F	Computer, phone		E	
Oversees department facilities, including requests for general maintenance, repairs, and general cleaning; selects and directs the ordering of ergonomic items; acts as liaison with General Services and vendors with respect to remodeling and American's with Disabilities compliance; works with managers to determine staff locations.	9	O	Computer, phone		E	
Actively participates in advisory groups and teams, such as: safety, process improvement, new program implementation/Initiatives; provides input and makes recommendations; responds to requests for information; provides information to co-workers.	10	O	Computer, phone		E	
Participates in training, research, study, and reading, both of and off-site, to keep current in human resources legal decisions, standards and best practices, county policies, and to maintain working knowledge of County personnel matters; attends off-site training.	11	F	Computer, phone		E	

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Enters and retrieves data from computer systems; maintains electronic and paper records and files; prepare file boxes according to department policy, lifts and moves boxes weighing up to 10 pounds.	12	C	Computer		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	C			
2 Walking	1,2,9	O			
3 Running	N/A	N			
4 Standing	1-11	C			
5 Bending-Neck	1-11	C			
6 Bending-Waist	2,3,4,7	O			
7 Squatting (moving paper boxes, files)	12	O			
8 Climbing (curbs, stairs)	1,2,9	O			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck)	1-11	C			
12 Twisting (waist)	1-11	O			
13 Repetitive Hand Use	1-11	C			
14 Simple Grasping-Right Hand (grasping files, manuals)	2,3,4,10	O			
15 Simple Grasping-Left Hand (grasping files, manuals)	2,3,4,10	O			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (signing documents, taking manual notes)	2,3,6,8	F			
19 Fine Manipulation-Left Hand (signing documents, taking manual notes)	2,3,6,8	F			
20 Pushing and Pulling (right hand) (doors, file cabinets, drawers)	2,3,5,8	O			
21 Pushing and Pulling (left hand) (doors, files cabinets, drawers)	2,3,5,8	O			
22 Reaching (above shoulder level) (retrieving materials from overhead cabinets)	2,3,5,8	O			
23 Reaching (below shoulder level) (retrieving materials from bottom drawers)	2,3,5,8	O			
24 Lifting-up to 10 lbs. (files, boxes, manuals, etc)	2,3,4,10	O			
25 Lifting-11-25 lbs.	N/A	N			
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. (files, boxes,manuals, etc)	2,3,4,10	O			
31 Carrying 11-25 lbs.	N/A	N			
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			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	1-11	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	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	C			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	F			
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	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	F			
3 Work requires precise attention to detail	C			
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	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, public)	C			
2 Interactions limited to giving/receiving information	C			
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	O			
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., 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 (wet wipes, sponges)	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	N			
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:	N			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS : Not Applicable

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.