

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Detention Specialist Supervisor
DEPARTMENT: Sheriff
PHYSICAL DEMAND STRENGTH RATING: Medium, per analysis

DATE COMPLETED: July 2019
DIVISION: Detention

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 class work in a secured detention facility, routinely interacting with arrestees and inmates who are under the supervision of a sworn Correctional Deputy; wears a uniform; and represents the Sheriff's Office during all interactions with the public.						
Works all shifts including nights, weekends, and holidays; long and irregular hours, subject to hold-over, and works overtime as needed.	1	O				

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Directly supervises assigned staff including: plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff continuing education; 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; actively utilizes and implements established safety practices.	2	C				
Ensures all shifts in all assignments are staffed and may occasionally cover shifts and assignments personally including day, swing, graveyard, or other shift assignments.	3	F	Computer, Phone, Headset			
Communicates by phone, in person, or by email and other written format with departmental staff, members of the public, and public and private agencies; explains regulations, policies and procedures; provides forms and other materials; assists in the proper completion of forms; asks questions of caller to screen and route telephone calls and messages; directs and announces visitors, checks identification and follows, explains, and enforces policies and procedures for admitting visitors to detention facilities; establishes and maintains effective working relationships with staff of the Sheriff's Office and other agencies; maintains a calm and professional demeanor when dealing with emotionally distraught or confrontational members of the public.	4	F	Computer, Phone, Headset, Chair (tall and standard)			
Maintains electronic records and files including: adds, codes, reviews, updates, and corrects records; generates various reports.	5	F	Computer			
Maintains paper files including; receives, processes, and files documents; assembles files in established format; distributes files to appropriate parties; climbs ladder, reaches forward, above shoulders, and below waist to retrieve and place paper files on shelves and file cabinet drawers.	6	O	Computer, Cart, Ladder, File boxes			

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.
Completes booking procedures of individuals arrested for crimes including: interacts with arrestees to obtain information; analyzes custody information in order to calculate release dates for inmates, both manually and by using a spreadsheet; reviews and approves inmate release dates calculated by staff; facilitates identity testing processes (instruction, witnessing, collection, and packaging DNA swab samples) and routine fingerprinting for members of the public cited in the field.	7	O	Computer, Swabs, PPE (Personal Protective Equipment), Chair (tall)			
Notifies or ensures notification to victims associated with all releases' ensures that such notifications are made in an appropriate form and comply with any mandated timelines.	8	F	Phone, Headset, Computer			
Prepares forms, memos, reports, and other correspondence.	9	F	Computer			
Accepts bail bonds and cash bail; receives, transfers,, and deposits to inmate's cash accounts; reviews, posts, adjusts and balances daily registers and journals; maintains control over petty cash. Receives cash for staff meal tickets; secures cash in drawer.	10	O	Cash register, Calculator, Chair (tall and standard)			
Receives, stores, and releases inmates' personal property including: climbs ladder, reaches forward, above shoulders and below waist to place and retrieve 8" x 11" inmate property bags weighing up to 4 pounds.	11	O	Ladder, Property Bags, File boxes, Chair (tall)			
Participates in training to maintain and enhance required knowledge and skills.	12	O				

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	1-12	F			
2 Walking	2,3,4,6,10, 12	O			
3 Running	N/A	N			
4 Standing	2,3,4,5,6,7,8,9, 10, 12	F			
5 Bending-Neck	2,3,4,5,6,7,8,9, 10, 12	F			
6 Bending-Waist (i.e., reaching across counter)	6,7,10, 12	F			
7 Squatting – to retrieve inmate property and boxes	4,6,7, 12	O			
8 Climbing – step stool	6,12	O			
9 Kneeling	4,6,7, 12	O			
10 Crawling	N/A	N			
11 Twisting (neck)	2,3,4,5,6,7,8,9, 10, 12	F			
12 Twisting (waist)	6,7,10, 12	F			
13 Repetitive Hand Use	3,4,5,6,7,8,9,10 , 12	F			
14 Simple Grasping-Right Hand	3,4,5,6,7,8,9,10 , 12	F			
15 Simple Grasping-Left Hand	3,4,5,6,7,8,9,10 , 12	F			
16 Power Grasping-Right Hand	12	O			
17 Power Grasping-Left Hand	12	O			
18 Fine Manipulation-Right Hand (i.e., handling money, opening/closing inmate property bags)	6,7,10	F			
19 Fine Manipulation-Left Hand (i.e., handling money, opening/closing inmate property bags)	6,7,10	F			
20 Pushing and Pulling (right hand) – property boxes, across counter and in and out of cabinet	4,6,7,10, 12	O			
21 Pushing and Pulling (left hand) -property boxes, across counter and in and out of cabinet	4,6,7,10, 12	F			
22 Reaching (above shoulder level)	6,7, 12	F			
23 Reaching (below shoulder level)	4,5,6,7,8,9,10, 12	F			
24 Lifting-up to 10 lbs.	4,6,7,8,9,10,12	F			
25 Lifting-11-25 lbs. – bulk property, i.e. boots, jackets, etc.	4,7,10, 12	O			
26 Lifting-26-50 lbs. (e.g. file boxes)	6	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.	4,5,6,7,8,9,10, 12	F			
31 Carrying 11-25 lbs. – bulk property, i.e. boots,	4,7,10, 12	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
jackets, etc.					
32 Carrying 26-50 lbs. (e.g. file boxes)	6	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	2,3,4,5,6,7,8,9,10, 12	C			
2 Functional color vision, normal or corrected (i.e., identify color coded files, contaminated money, inmate property)	4,7,10,12	F			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	2,3,4,7,8,10,12	C			
5 A sense of smell or taste (smell, to identify contaminated inmate property)	2,4,7,10,12	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	O			
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	C			
2 Organize own work	F			
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	F			
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	C			
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	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	C			
2 Attention divided by issues requiring multi-tasking	C			
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	O			
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	N			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees)	N			
5 Excessive Noise (must raise voice to be heard – i.e. booking room, jail lobby)	F			
6 Vibration -booking room, jail lobby	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 (i.e., pepper spray)	O			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	O			
16 Human Blood, Body Tissues, or Fluids	O			
17 Human Wastes	O			
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	O			
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 (e.g. heavy door, rotating or sliding file storage)	O			
29 Heights (e.g. step ladder, ladder when accessing higher storage areas)	O			
30 Contact with water, other liquids, humid conditions - not weather related – slippery floors from human waste or overflowing toilets; water from showers used for inmates in booking area	O			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	F			
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:

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	X		
5 Respirator Questionnaire – Short	X	X	Annual
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	X	X	Annual
12 Vaccine: MMR			
13 Vaccine: Hepatitis B		X	
14 Vaccine: Influenza		X	Annual
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.



Inmate Property Bag- 8" x 11"; up to 4 lbs. full of items



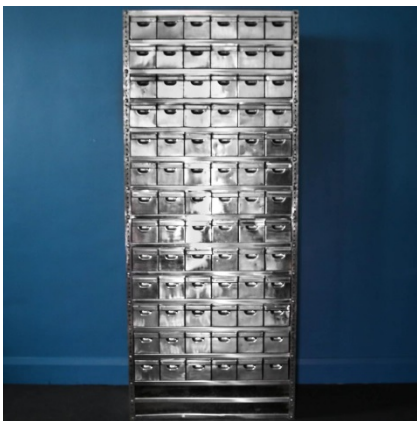
**Example of Live Scan Equipment
Use foot control to scroll through program**



**Example of sliding file storage
Top shelf at 69 ½ inches high
Push/Pull force- 17 lbs.**



**Example of rotating file storage
Top shelf at 69 ½ inches high
Push/Pull Force- 27 lbs.**



**Example of Property Storage Drawers-
Top Drawer handle at 80 inches high
Lowest handle at 8 inches high**



**Example of a File Box- Average weight 29 lbs.;
heaviest weighed at 33lbs.
Stacked up to 42 inches high**



Example of cart used to transport heavy objects



Example of hand truck used to transport heavy objects



**Example of File Cabinet accessed-
Highest handle at 53 inches high
Lowest handle at 8 inches high**



**Example of Mail Sorter/Boxes-
Top shelf 77 ½ inches high
Bottom shelf at 8 inches high**



**Example of Security Window in Lobby
Can be difficult to communicate through**

PART 12 – FORM REVIEW AND SIGNATURES

SUPERVISOR/SECTION MANAGER

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES RECRUITMENT AND CLASSIFICATION

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES SAFETY UNIT

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES DISABILITY MANAGEMENT

Name: _____ Title: _____

Signature: _____ Date: _____

PART 13 – MEDICAL PROVIDER REVIEW AND COMMENTS

Employee Name: _____ Date of Evaluation: _____

COMMENTS: _____

Provider Signature: _____ Date: _____