

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Business Development Manager
 Family Justice Center Executive Director
DEPARTMENT: County of Sonoma District Attorney’s Office
PHYSICAL DEMAND STRENGTH RATING: Sedentary

DATE COMPLETED: Nov. 3, 2020
DIVISION: Family Justice Center

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 phones, computers, printers, photocopiers, fax machines, etc.	1	C	Computer, phone, office equipment		Essential	
Manages, prioritizes and coordinates the Family Justice Center Sonoma County (FJCSC) activities and functions to include day-to-day operations, overseeing operations and collaboration of co-located partner agencies working to provide services to crime victims, including resolving facility and security issues.	2	C	Computer, phone, office equipment		Essential	
Consults, collaborates with, solicits, maintains relationships and cooperation with internal and community-based organization staff, other DA staff managers and other County departments, community groups, agencies, FJCSC Foundation, businesses, and donors.	3	C	Computer, phone, office equipment		Essential	

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Provides direction, both orally and in writing, to subordinate staff to ensure goals are met; plans, organizes, and assigns work; 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.	4	F	Computer, phone, office equipment		Essential	
Communicates, by phone, in person, and in written format with department staff, managers, and other departments/agencies to advise on policy and administrative matters related to business strategies; provides information to the general public; consults, collaborates with, and solicits the cooperation of various stakeholders on financial and operations issues, and analyzing program needs; establishes professional and effective working relationships; seeks input from all interested parties.	5	C	Computer, phone, office equipment		Essential	
Writes and edits written materials for publication; compiles concise reports, letters, newsletters and other written materials; creates written, video, and audio materials for marketing campaigns; posts information on social media; ensures messages are consistent to communicate effectively with potential business partners, community partners, and sponsors	6	O	Computer, phone, office equipment		Essential	
Working independently, analyzes department business, financial, and technology strategies; plans, organizes, and directs new initiatives; gathers and analyzes data; establishes and monitors priorities; researches, evaluates, and recommends potential solutions, both orally and in writing; follows direction of the District Attorney, FJCSC Foundation, and Board of Supervisors in implementing new policies and goals; ensures program activities are conducted in accordance with department and County policies and procedures, and with applicable federal and state laws.	7	F	Computer, phone, office equipment		Essential	

Oversees and directs the department budget; ensures budgets are appropriately analyzed, tracked, and reported; analyzes revenues and expenditures to ensure accuracy; recommends cost recovery goals. Working with the FJCSC Foundation Board provides resource development and strategic sustainability planning including initiating and overseeing fundraising efforts and activities, pursuing grant funding, and other philanthropic efforts to raise funding to maintain and expand FJCSC services.	8	O	Computer, phone, office equipment		Essential	
Prepares and submits applications for grants and other funding; utilizes spreadsheets and other computerized formats; ensures accuracy of information; prepares all necessary written documents needed to secure approvals including board agenda items; ensures accurate and timely grant program reporting; maintains all related grant program documentation and responsible for FJCSC grant audits.	9	O	Computer, phone, office equipment		Essential	
Manages public relations outreach, including promoting the FJCSC in the community and state to make potential clients aware of services, to promote the causes of abuse victims and families and to promote the FJCSC long term success, viability and growth, as well as receiving community and survivor input into services.	10	O	Computer, phone, office equipment, vehicle	California Driver's License	Essential	
Represents the District Attorney at meetings with state agencies, law enforcement agencies, and community-based organizations and serves as the primary liaison for all participating FJCSC partners, County and City Departments, elected officials, and the FJCSC Foundation.	11	O	Computer, phone, office equipment, vehicle	California Driver's License	Non-Essential	
Actively participates in department and interagency advisory groups and teams; provides input and makes recommendations; responds to requests for information; provides information to co-workers, both orally and in writing.	12	O	Computer, phone, office equipment, vehicle	California Driver's License	Essential	
Participates in continuous training, research, study, and professional networking, to maintain and enhance knowledge and skills necessary for assigned duties; stays current on policy development, opportunities for collaboration, and best practices.	13	O	Computer, vehicle	California Driver's License	Essential	
Prepares, directs, and reviews a variety of reports, board items, contracts, and other documents; prepares or directs the preparation of supporting data and documentation; ensures compliance with Board direction, County policies, and relevant law.	14	O	Computer, phone, 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	1-15	F			
2 Walking	1-15	F			
3 Running	N/A	N			
4 Standing	1-15	O			
5 Bending-Neck	1-15	F			
6 Bending-Waist	1-15	F			
7 Squatting	N/A	O			
8 Climbing	N/A	N			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck)	1-15	F			
12 Twisting (waist)	1-15	O			
13 Repetitive Hand Use	1-15	F			
14 Simple Grasping-Right Hand	1-15	F			
15 Simple Grasping-Left Hand	1-15	F			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand	1-15	F			
19 Fine Manipulation-Left Hand	1-15	O			
20 Pushing and Pulling (right hand)	1-15	O			
21 Pushing and Pulling (left hand)	1-15	O			
22 Reaching (above shoulder level)	1-15	O			
23 Reaching (below shoulder level)	1-15	O			
24 Lifting-up to 10 lbs.	1-15	O			
25 Lifting-11-25 lbs.	1-15	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.	1-15	O			
31 Carrying 11-25 lbs.	1-15	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	1-15	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	1-15	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	O			
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	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	N			
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	O			
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	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	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)	N			
4 Extreme Cold (below 32 degrees)	N			
5 Excessive Noise (must raise voice to be heard)	N			
6 Vibration (e.g., jackhammer, 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	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)	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: 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 Work			
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.