

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Probation Officer I/II/III
DEPARTMENT: Probation
DOT OCCUPATION CODE: 195.107-046

DATE COMPLETED: April 2018
DIVISION: Adult and Juvenile
PHYSICAL DEMAND STRENGTH RATING: Heavy, per job analysis

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 (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. Reason position exists? (Y/N)	G. 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.
Conducts investigations to determine extent of social and psychological needs of clients and makes recommendations on treatment plans including: Interviews and assesses clients, families and others, including home visits; uses good judgment and discretion to determine how to treat case.	1	F	Phone, Computer, Vehicle	CA Driver's License	Y	Y	
Conducts research using accepted data collection methods; analyzes data including, but not limited to medical, legal and financial reports; establishes facts and draws valid conclusions; prepares written reports and recommendations for the court.	2	F	Computer, Phone		Y	Y	

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Provides on-going case management services including: makes referrals; counsels and sets goals for adults or juveniles on probation; periodically assesses client progress and adjusts treatment plans as appropriate.	3	F	Phone, Computer, Vehicle, Firearm, Ballistic Vest, Oleoresin Capsicum Spray (OC Spray)	California Driver's License; PC 832 Certification	Y	Y	
Uses good judgment and discretion while enforcing legal conditions of probation including: drives to various locations to conduct field supervision and home visits; conducts searches of persons, residences, and vehicles; makes arrests and serves subpoenas.	4	F	Firearm, Ballistic Vest, Handcuffs, Vehicle, OC Spray, Restraints	California Driver's License; PC 832 Certification	Y	Y	
Conducts observed urinalysis or saliva chemical testing for substance abuse surveillance. (Donning/Doffing PPE, Removing single use cup from package, unscrewing and screwing the lid, reading the results on back of cup)	5	O	Drug Screening Materials; Personal Protective Equipment		Y	Y	
Provides family and crisis counseling for individuals and families.	6	O			N	Y	
Physically restrains, apprehends, arrests and transports potentially violent or combative offenders; runs, jumps, hurdles, vaults, climbs over obstacles or crawls through confined/tight spaces in pursuit of fleeing offenders; utilizes impact or other non-lethal weapons to subdue or obtain compliance; lifts or drags persons weighing more than 100 pounds; subdues, disarms or defends against attack using approved defensive tactics.	7	O	Handcuffs, Restraints, OC Spray, Vehicle, Ballistic Vest, Firearm	PC 832 Certification, CA Driver's License	N	Y	
Draws, aims, and fires handgun in critical, life threatening situations; practices use of firearms and maintains firearms qualification; secures, cleans and maintains firearms.	8	O	Firearm, Ammunition, Supplies to clean Firearm	PC 832 Certification, Firearms Qualification	N	Y	
Testifies in court to make persuasive and critical presentations of facts, arguments and rebuttals, and to defend recommendations.	9	O	Case files		N	Y	
Transports or arranges transportation for probationers.	10	O	Caged and non-caged County Vehicle, both Sedans and SUVs	CA Driver's License	N	Y	
Prepares paperwork to establish the collection of restitution, fines or fees.	11	O	Computer		N	N	

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. Reason position exists? (Y/N)	G. 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.
Communicates in person, by phone, and by email with departmental staff, law enforcement, treatment providers, community based organizations, and the general public to convey or obtain information including safety/security concerns and to develop effective working relationships.	12	O	Phone, Computer		Y	Y	
Participates in continuous training such as weaponless defense tactics to maintain and enhance required knowledge, skills, and physical ability to effect arrests and related physical demands of the position.	13	O			N	Y	
SPECIALITY ASSIGNMENTS: In addition to the duties listed above, Probation Officers III may also perform the following:							
Probation Officer III Only: Coaches subordinate staff; works with the most complex cases; exercises greater degree of discretion than Probation Officers I-II.	14	O			Y	Y	

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
Sitting (i.e., driving; using the computer; providing counseling and case management; cleans and maintains firearms)	1,2,3,4,5,6,7,9,10,11,12,14	F			
Walking (i.e., conducting an investigations, searches of persons, residences and vehicles; serves subpoenas; conducting field supervision and home visits)	1,3,4,7,8,10,12	F			
Running (i.e., pursuing and apprehending fleeing offenders; escaping life threatening situations)	4,7,8,13	O			
Standing (i.e., interviewing and assessing clients; conducting field supervision and home visits; using firearm)	1,2,3,4,5,6,7,8,9,11,12,13	F			
Bending-Neck (i.e., using computer; driving; reading files; conducting investigations; conducting chemical testing for substance abuse surveillance; restraining and arresting fleeing offenders)	1,2,3,4,5,6,7,8,9,10,11,12,13,14	F			
Bending-Waist (i.e., conducting an investigation; restraining and arresting fleeing offenders)	1,4,7,8,13	O			
Squatting (i.e., conducting an investigation; restraining and arresting fleeing offenders)	1,4,7,8,13	O			
Climbing (i.e., conducting an investigation; apprehending and arresting fleeing offenders)	1,4,7	O			
Kneeling (i.e., conducting an investigation; restraining and arresting fleeing offenders)	1,4,7,8,13	O			
Crawling (i.e., conducting an investigation; apprehending and arresting fleeing offenders)	1,4,7,13	O			
Twisting (neck) (i.e., driving; using computer; conducting an investigation; pursuing and apprehending a fleeing offender; using firearm)	1,2,3,4,5,6,7,8,9,10,11,12,13,14	F			
Twisting (waist) (i.e., conducting an investigation; pursuing, restraining, apprehending and arresting a fleeing offender)	1,4,7,8,13	O			
Repetitive Hand Use	1,2,3,4,5,7,8,10,11,12,13	F			
Simple Grasping-Right Hand (i.e., holding case files; holding firearm; grasping drug screening materials)	1,4,5,7,8,10	F			
Simple Grasping-Left Hand (i.e., holding case files; holding firearm; grasping drug screening materials)	1,4,5,7,8,10	F			
Power Grasping-Right Hand (i.e., restraining and arresting an offender; performing defensive tactics in the field and during training)	7,13	O			
Power Grasping-Left Hand (i.e., restraining and arresting an offender; performing defensive tactics in the field and during training)	7,13	O			
Fine Manipulation-Right Hand (i.e., cleaning, maintaining and loading a firearm; using drug screening materials)	5,8,11,12	O			
Fine Manipulation-Left Hand (i.e., cleaning, maintaining and loading a firearm; using drug screening materials)	5,8,11,12	O			
Pushing and Pulling (right hand) (i.e., opening and closing car doors and file cabinets; performing defensive tactics in the field and during training)	4,7,13	O			
Pushing and Pulling (left hand) (i.e., opening and closing car doors and file cabinets; performing defensive tactics in the field and during training)	4,7,13	O			
Reaching (above shoulder level) (i.e., performing searches; stocking or retrieving supplies from higher shelves; performing defensive tactics in the field and during training)	1,4,7,13	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
Reaching (below shoulder level) (i.e., performing searches; apprehending and arresting offenders; defensive tactics in the field and during training)	1,2,3,4,5,7,8, 11,13	F			
Lifting up to 10 lbs. (i.e., ballistic vest; case files; drug screening materials; firearm)	1,4,5,7,8	F			
Lifting 11-25 lbs. (i.e., field/duty bag, firearm with additional ammunition; food and food carrier for Day Reporting Center)	4,7,8	F			
Lifting 26-50 lbs. (i.e., independent or team lift of apprehended offender; tables and mats for training; performing defensive tactics in the field and during training)	7,13	O			
Lifting 51-75 lbs. (i.e., independent or team lift of apprehended offender; performing defensive tactics in the field and during training)	7	O			
Lifting 76-100 lbs. (i.e., independent or team lift of apprehended offender; performing defensive tactics in the field and during training)	7	O			
Lifting 100 + lbs. (i.e., independent or team lift of apprehended offender; performing defensive tactics in the field and during training)	7	O			
Carrying 0-10 lbs. (i.e., ballistic vest; case files; drug screening materials; firearm)	1,4,5,7,8	F			
Carrying 11-25 lbs. (i.e., field/duty bag, firearm with additional ammunition; food and food carrier for Day Reporting Center)	4,7,8	F			
Carrying 26-50 lbs. (i.e., independent or team carry of apprehended offender; tables and mats for training; performing defensive tactics in the field and during training)	7,13	O			
Carrying 51-75 lbs. (i.e., independent or team carry of apprehended offender; performing defensive tactics in the field and during training)	7	O			
Carrying 76-100 lbs. (i.e., independent or team carry of apprehended offender; performing defensive tactics in the field and during training)	7	O			

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
Functional vision, normal or corrected (i.e., driving; using computer; reading case files; reading results for Urine Drug Screen cup; conducting investigations, searches of persons, residences, and vehicles; pursuing a fleeing offender; using firearm)	1,2,3,4,5,6,7,8,9, 10,11,12,13, 14	C			
Functional color vision, normal or corrected (i.e., conducting searches on the correct person, residence or vehicle; pursuing a fleeing offender; drawing and aiming firearm)	1,4,5,7,8,12	F			
Functional night vision, normal or corrected (i.e., when assignment requires work to be complete before or after daylight hours)	1,4,7,8	O			
Functional hearing, normal or corrected (i.e., performing investigations and interviews)	1,2,3,4,5,6,7,8,9, 11,12,13,14	F			
A sense of smell or taste (i.e. performing interviews, investigations and searches; conducting chemical testing for substance abuse surveillance)	1,4,5,7	O			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow Oral Instructions	F			
Follow Written Instructions	F			
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
Follow set procedures	C			
Organize own work	F			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	F			
Required to train and/or lead others (<i>Probation Officer III ONLY</i>)	O			
Required to direct others (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
Tightly scheduled and rapid pace of work activities at high volume	F			
Meet time sensitive deadlines	F			
Long and/or irregular hours	F			
Limited/unpredictable opportunity for breaks	O			
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
Variable and unpredictable workflow	F			
Attention divided by issues requiring multi-tasking	F			
Work requires precise attention to detail	F			
Use of judgment in routine matters	F			
Requires use of judgment in adapting procedures from one task to another	O			
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
Works with others (e.g., co-workers, other departments/agencies, public)	F			
Interactions limited to giving/receiving information	F			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
Interactions occur under circumstances of emotional stress	F			
Risk of confrontation with violent or assaultive clients or customers	F			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Work Inside (i.e., reviewing files and writing reports; testifying in court; interviewing and assessing clients)	F			
Work Outside (i.e., performing field supervision; apprehending fleeing offenders)	F			
Extreme Heat (above 100 degrees) (i.e., seasonal weather related exposure)	O			
Extreme Cold (below 32 degrees) (i.e., seasonal weather related exposure)	O			
Excessive Noise (must raise voice to be heard) (i.e., apprehending a fleeing offender; participating in defensive tactics training and firearm qualification)	O			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
Dust, Vapors, Fumes, Smoke (i.e., unknown exposure risk while performing home visits and field supervision)	O			
Silica, asbestos, etc. (i.e., unknown exposure risk while performing home visits and field supervision)	O			
Solvents (e.g., gas, turpentine, etc.) (i.e., unknown exposure risk while performing home visits and field supervision)	O			
Grease, oils (i.e., unknown exposure risk while performing home visits and field supervision; searching persons, residences, and vehicles)	O			
Acidic, Caustic Solutions (i.e., O.C. spray or Pepper spray)	O			
Pesticides (i.e., Permethrin used for treatment of lice and scabies)	O			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives (i.e., unknown risk exposure while performing home visits and field supervision)	O			
Other Chemicals (e.g. drugs and other contraband) (i.e., if found when performing home visits and field supervision; searching persons, residences, and vehicles)	O			
Human Blood, Body Tissues, or Fluids (i.e., when apprehending, restraining offenders; performing defensive tactics training; searching persons, residences, and vehicles)	O			
Human Wastes (i.e., conducting urine drug screens for chemical substance abuse surveillance; unknown exposure risk while performing home visits and field supervision; searching persons, residences, and vehicles)	F			
Animal Blood, Body Tissues, or Fluids	N			
Animal Wastes (i.e., unknown exposure risk while performing home visits and field supervision; searching persons, residences, and vehicles)	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.) (i.e., searching persons, residences, and vehicles; apprehending, restraining and arresting offender)	O			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.) (i.e., searching persons, residences, and vehicles; apprehending, restraining and arresting offender)	O			
Biomedical Waste (i.e., searching persons, residences, and vehicles; apprehending, restraining and arresting offender)	O			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough terrain (e.g., gravel, rocks, hills, etc.) (i.e., performing field supervision and home visits; apprehending fleeing offender)	O			
Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
Proximity to moving vehicles or objects (i.e., performing field supervision and home visits; apprehending fleeing offender)	O			
Heights (e.g., rooftop, ladders, scaffolding, etc.) (i.e., apprehending fleeing offender; searching residences)	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Contact with water, other liquids, humid conditions - not weather related (i.e., performing field supervision and home visits; apprehending fleeing offender)	O			
Work Below Ground: (e.g., excavation, trench, etc.) (i.e., apprehending fleeing offender; searching residences)	O			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	O			
Operates non-commercial motor vehicles (cars, trucks) (i.e., performing field supervision; travelling to home visits)	F			
Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, etc.	O			
Pulls non-commercial trailers or equipment	N			
Operates heavy equipment	N			
Other:	N			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS

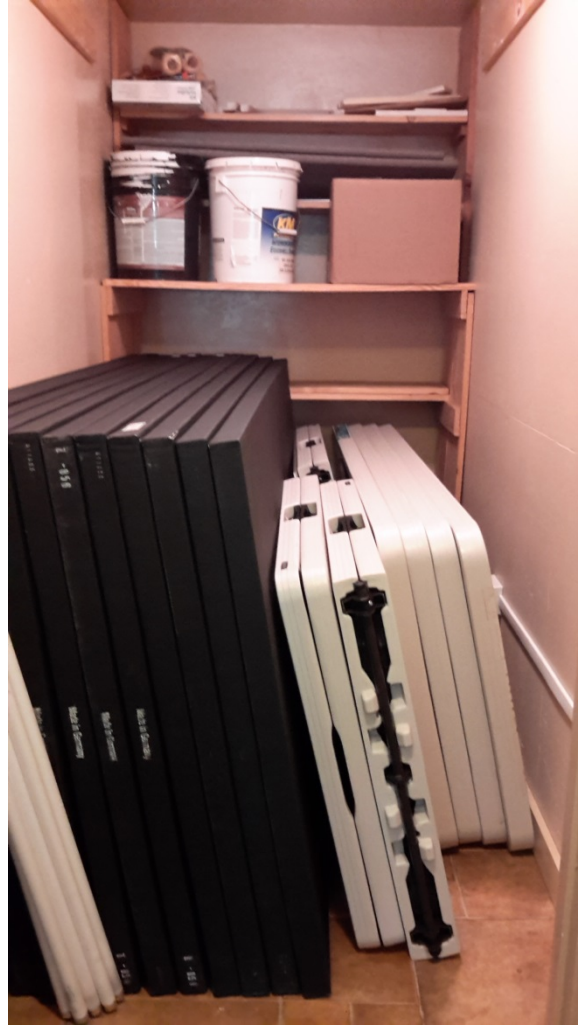
Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
Audiometric Testing			
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam			
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard			
Blood lead level			
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test	X	X	Annual
Vaccine: MMR			
Vaccine: Hepatitis B	X		3 shot series, 1x
Vaccine: Influenza	X	X	Annual
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Day Reporting Center
Urine Drug Screen Supplies- weight – 5lbs.
Stored up to 72.5” high



Day Reporting Center
Mats used for Defensive Tactics training- 50 lbs.
Tables used for training- 32 to 35 lbs.



Day Reporting Center
Food Carrier with Food and Trays- up to 23 lbs. - carried 25 to 50 feet



Example of Ballistic Vest



Example of iCup Urine Drug Screen Cup used for Substance Abuse Surveillance