

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Employee Engagement Officer (Supervising Human Resources Analyst) **DATE COMPLETED:** July 2024

DEPARTMENT: Human Resources

DIVISION: Equal Employment Opportunity (EEO) Unit

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 phones, computers, printers, photocopiers, etc. and has frequent interactions by phone, virtual formats, email, and in person with individuals and groups.						
Works during core business hours and occasionally outside normal business hours; may require hours in excess of 40 hours per week as required of management employees. Attends meetings both in-person and virtually.	1	C	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site.		Essential	
Leads and trains staff, provides project oversight, reviews and	2	F	Computer, phone,		Essential	

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approves staff work. Leads and advises staff on complex issues and works with or assists customer departments as needed. Hires and oversees contract staff. Participates in hiring process and provides performance feedback to assigned staff.			office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site.			
Oversees Employee Engagement programs, policies, and processes. Maintains current knowledge of HR best practices, laws, and regulations, including County policies, processes, Civil Service rules, and negotiated MOUs/Agreements. Conducts research and analysis in areas impacting work in the Employee Engagement unit and recommends changes/updates as needed, including global analysis of potential impacts of changes, identification and involvement of stakeholders, and communication and outreach to impacted parties.	3	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site.		Essential	
Identifies program training needs; develops and conducts training, virtually and in person, to staff, departments, and other bodies connected to the work of the Employee Engagement unit.	4	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site.		Essential	
Advises and assists departments with creative problem-solving within the confines of set policies, rules, best practices, time constraints, and competing priorities. Achieves consensus by diplomatically navigating and influencing stakeholders with varying opinions, needs, and motivations.	5	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site.		Essential	
Works collaboratively with executive HR management, HR staff, department partners and leadership, employee representatives, boards, commissions, advisory bodies, and project stakeholders. Interprets and explains HR policies and procedures.	6	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting		Essential	

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			formats; may need to independently travel to site.			
Balances work objectives in a fast-paced environment while interacting with others who have varying opinions	7	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site.		Essential	
Uses judgment and discretion to integrate technical knowledge with interpersonal skills with the public, County staff, union representatives, and management in a manner consistent with County policies, practices, and procedures.	8	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site.		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 (<i>general office computer/desk work; driving</i>)	1-8	C			
2 Walking (<i>to-from in person meetings</i>)	1-8	O			
3 Running	N/A	N			
4 Standing (<i>delivering trainings</i>)	1-8	O			
5 Bending-Neck (<i>working at computer; training</i>)	1-8	CF			
6 Bending-Waist (<i>sitting, reaching into file drawers</i>)	1-8	O			
7 Squatting (<i>reaching into drawers</i>)	1-8	CO			
8 Climbing	N/A	N			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck) (<i>general desk work, training, driving</i>)	1-8	O			
12 Twisting (waist) (<i>general desk work, training, driving</i>)	1-8	O			
13 Repetitive Hand Use (<i>keyboarding/mousing</i>)	1-8	C			
14 Simple Grasping-Right Hand (<i>files, equipment, phone, pen</i>)	1-8	F			
15 Simple Grasping-Left Hand (<i>files, equipment, phone, pen</i>)	1-8	F			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (<i>typing, mousing, writing, dialing</i>)	1-8	F			
19 Fine Manipulation-Left Hand (<i>typing, mousing, writing, dialing</i>)	1-8	F			
20 Pushing and Pulling (right hand) (<i>opening doors, grabbing files, setting up equipment</i>)	1-8	O			
21 Pushing and Pulling (left hand) (<i>opening doors, grabbing files, setting up equipment</i>)	1-8	O			
22 Reaching (above shoulder level) (<i>reaching for files, into cabinets</i>)	1-8	O			
23 Reaching (below shoulder level) (<i>reaching for files, into cabinets</i>)	1-8	O			
24 Lifting-up to 10 lbs. (<i>lifting files and equipment</i>)	1-8	O			
25 Lifting-11-25 lbs. (<i>lifting files and equipment</i>)	1-8	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. (<i>lifting files and equipment</i>)	1-8	O			
31 Carrying 11-25 lbs. (<i>lifting files and equipment</i>)	1-8	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	1-8	C			
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	N/A	N			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
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	F			
2 Follow Written Instructions	F			
3 Required to sustain concentration	C			

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	F			
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)	F			

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	C			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	F			

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	C			
3 Work requires precise attention to detail	F			
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	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	O			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	C			
4 Interactions occur under circumstances of emotional stress	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
5 Risk of confrontation with violent or assaultive clients or customers	0			

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	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	O			
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:

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.