

# COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Administrative Services Officer I  
**DEPARTMENT:** County Counsel  
**PHYSICAL DEMAND STRENGTH RATING:** Sedentary/Light

**DATE COMPLETED:** November,2025  
**DIVISION:** Executive Leadership & Admin.

## 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	Laptop, phone, webcam with microphone, office equipment		E	

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Oversee the recruitment and hiring of department employees while following established County policies; oversee personnel actions; review and approve 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.	2	F	Laptop, phone, webcam with microphone, office equipment		E	
Develops, implements, and manages the office's annual operating budget totaling approximately \$13 million. This includes performing complex financial analyses, forecasting expenditures and revenues, and ensuring alignment with organizational goals, strategic priorities, and regulatory requirements. Oversees the preparation of detailed budget proposals, justifications, and variance reports for executive leadership. Monitors ongoing expenditures to ensure fiscal integrity and compliance with applicable policies, laws, and funding requirements.	3	F	Laptop, phone, webcam with microphone, office equipment		E	
Coordinates and manages the preparation, review, and submission of monthly attorney billings and associated financial reports to ensure accuracy, completeness, and compliance with State audit standards and requirements. Implements procedures to maintain transparency, fiscal accountability, and adherence to established billing guidelines. Maintains comprehensive and organized billing records to support audit reviews and performance reporting. Ensures that billing rates, allocations, and cost recovery align with applicable contracts, grant conditions, or funding requirements. Generates monthly, quarterly, and annual billing reports for management.	4	C	Laptop, phone, webcam with microphone, office equipment		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	Laptop, phone, webcam with microphone, office equipment		E	

Participates as a key member of the Executive Management Team, contributing to strategic planning, policy development, and high-level decision-making to ensure the efficient and effective operation of the office. Attends and actively participates in weekly management meetings where organizational goals, resource allocation, staffing, workflow, and operational priorities are discussed and determined. Provides leadership insight, departmental updates, and professional recommendations that influence office-wide initiatives, fiscal management, and long-term planning.	6	C	Laptop, phone, webcam with microphone, office equipment		E	
Responsible for compiling, calculating, and allocating attorney hours to client departments/agencies/districts in accordance with established billing and reporting protocols. Ensures the accuracy and integrity of timekeeping data and monitors attorney billable hours to maintain compliance with workload standards, budgetary limits, and contractual or programmatic requirements. Provides detailed analyses and reports to management regarding time utilization, productivity, and cost recovery.	7	F	Laptop, phone, webcam with microphone, office equipment		E	
Responsible for managing accounting of code enforcement receivables, including tracking, and reconciliation of monies received. Ensures accurate and timely identification of funds eligible for transfer to the Litigation Contingency Fund in accordance with County policies, accounting standards, and legal requirements. This role requires strong analytical skills, attention to fiscal accuracy, and coordination with multiple departments to maintain transparency and accountability in financial reporting.	8	F	Laptop, phone, webcam with microphone, office equipment		E	
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	9	C	Laptop, phone, webcam with microphone, office equipment		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	10	C	Laptop, phone, webcam with microphone, office equipment		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.	11	F	Laptop, phone, webcam with microphone, office equipment		E	
Oversees all department facilities, including requests for general maintenance, repairs, and general cleaning; selects and directs the ordering of ergonomic items; works with managers to determine staff locations/relocations, floor plans, and disposing of surplus supplies and furniture.	12	O	Laptop, phone, webcam with microphone, office equipment		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.	13	O	Laptop, phone, webcam with microphone, office equipment		E	
Oversee all purchases for the office, including research, selection, installation, and administration pertaining to office furniture, equipment, and law library materials.	14	F	Laptop, phone, webcam with microphone, office equipment		E	
Uses judgment, discretion, technical knowledge, written/oral communication skills, and interpersonal skills to convey information effectively and professionally to the public, County staff, and management. Maintains a professional demeanor and communication style in a manner consistent with County Counsel expectations, policies, practices, and procedures.	15	C	Laptop, phone, webcam with microphone, office equipment		E	
Act as Information Services liaison to provide direct information services technical support to the Office, including software selection, installation and administration. Serve as tech support for legal/law-specific software used in the office which is not supported by County-ISD.	16	F	Laptop, phone, webcam with microphone, office equipment		E	
Responsible for the oversight, management, and maintenance of the office's official records in compliance with legal, administrative, and regulatory requirements. Ensure records are properly classified, stored, secured, and disposed of in accordance with the approved retention schedule and applicable laws. Exercises sound judgment and discretion when approving the destruction of records to maintain confidentiality and ensure compliance with public records laws and audit standards.	17	F	Laptop, phone, webcam with microphone, office equipment		E	

Responsible for the overall management, organization, and maintenance of the office's law library to ensure current, accurate, and accessible legal research materials are available to attorneys and staff. Oversee both physical and digital collections, ensuring compliance with licensing agreements, budget limitations, and professional standards for legal information management. Coordinates updates, acquisitions, subscriptions, and recordkeeping to support the legal research needs of the office efficiently and cost-effectively.	18	F	Laptop, phone, webcam with microphone, office equipment			
Attention to detail; meticulous and precise in all aspects of work.	19	C	Laptop, phone, webcam with microphone, office equipment		E	
Adapt to changing circumstances and adjust strategies as needed.	20	C	Laptop, phone, webcam with microphone, office equipment		E	
Prioritize tasks and manage heavy workloads efficiently to meet tight deadlines.	21	C	Laptop, phone, webcam with microphone, office equipment		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	1-21	C			
2 Walking	1-21	O			
3 Running	N/A	N			
4 Standing	1-21	O			
5 Bending-Neck	1-21	O			
6 Bending-Waist	1-21	O			
7 Squatting (moving paper boxes, files)	N/A	N			
8 Climbing (curbs, stairs)	N/A	N			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck)	1-21	O			
12 Twisting (waist)	1-21	O			
13 Repetitive Hand Use	1-21	C			
14 Simple Grasping-Right Hand (grasping files, manuals)	1-21	O			
15 Simple Grasping-Left Hand (grasping files, manuals)	1-21	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)	1-21	F			
19 Fine Manipulation-Left Hand (signing documents, taking manual notes)	1-21	F			
20 Pushing and Pulling (right hand) (doors, file cabinets, drawers)	1-21	O			
21 Pushing and Pulling (left hand) (doors, file cabinets, drawers)	1-21	O			
22 Reaching (above shoulder level) (retrieving materials from overhead cabinets)	1-21	O			
23 Reaching (below shoulder level) (retrieving materials from bottom drawers)	1-21	O			
24 Lifting-up to 10 lbs. (files, boxes, manuals, etc)	1-21	O			
25 Lifting-11-25 lbs.	1-21	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. (files, boxes, manuals, etc)	1-21	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	1-21	C			
2 Functional color vision, normal or corrected	1-21	O			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	1-21	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	C			
2 Follow Written Instructions	C			
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	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	C			
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	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	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	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., 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 (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)	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:	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.**