

# COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Assistant County Counsel  
**DEPARTMENT:** County Counsel  
**PHYSICAL DEMAND STRENGTH RATING:** Light/Sedentary

**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. and has frequent interactions by phone, virtual formats, email and in person with individuals and groups.				CA State Bar License		
Works independently and as a team member in an effective, professional, and collaborative manner.	1	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Analyzes sensitive, complex, legal issues. Confers with and advises county officials, employees, and district representatives on legal questions pertaining to their respective powers, duties, functions and obligations; attends meetings of boards and commissions in order to provide legal advice and counsel.	2	C	Laptop, phone, webcam with microphone, office equipment		Essential	

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Assists the County Counsel in addressing the County's budget/fiscal issues, as well as handling the day-to-day operational oversight and management of department operations and staff, including hire/fire and performance management.	3	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Meets with and advises the Board of Supervisors, County Administrator, and other County boards and commissions, school boards, and boards of directors of special districts with respect to both legal advice and representation.	4	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Works collaboratively with the CAO and County Board to determine labor negotiations parameters based on budget/economic considerations; reviews, analyzes and seeks authority as needed for union proposals. Participates in labor negotiations and meet and confer meetings.	5	F	Laptop, phone, webcam with microphone, office equipment		Essential	
During local disasters and emergencies, provides key, on-site and off-site leadership role in the County's Emergency Operations Center, and advises on Countywide COOP coordination during active emergencies, in conjunction with CAO and Dept. of Emergency Management leadership.	6	O	Laptop, phone, webcam with microphone, office equipment		Essential	
Position requires working hours in excess of normal business hours during emergencies and critical deadlines, and the ability to work effectively and professionally in high stress situations.	7	O	Laptop, phone, webcam with microphone, office equipment		Essential	
Attends public meetings in-person, including public Board of Supervisors' meetings, and other meetings as needed – both virtually and in-person.	8	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Acts on behalf of the County Counsel in their absence.	9	F	Computer, phone, office equipment		Essential	
Supervises by direct observation or reviews the various legal, specialized, and supportive sections of the department; assists the County Counsel in hiring, planning, coordinating, assigning and evaluating the work of subordinate supervisory, legal and supportive staff.	10	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Analyze complex issues by breaking down intricate legal situations into smaller, manageable parts to evaluate them thoroughly.	11	C	Laptop, phone, webcam with microphone, office equipment		Essential	

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Uses judgment, discretion, technical knowledge, written/oral communication skills, and interpersonal skills to convey information effectively and professionally to the public, County staff, union representatives, and management. Maintains a professional demeanor and communication style in a manner consistent with County Counsel expectations, policies, practices, and procedures.	12	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Fundamental critical reading skills with the ability to comprehend and interpret dense legal documents, statutes and case law.	13	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Identify legal problems and develop creative, effective, and practical solutions for clients.	14	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Apply deductive and inductive reasoning to build arguments and assess the logic of others' arguments.	15	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Articulate ideas clearly and convincingly, whether in a courtroom, a meeting, or with a client	16	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Actively listen to clients, witnesses, and/or opposing counsel to fully understand the issues.	17	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Handle a high volume of documents, case files, and client information, requiring strong organizational skills to keep everything in order.	18	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Prioritize tasks and manage heavy workloads efficiently to meet tight deadlines.	19	C	Laptop, phone, webcam with microphone, office equipment		Essential	

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Attention to detail; meticulous and precise in all aspects of work.	20	C	Laptop, phone, webcam with microphone, office equipment		Essential	
Adapt to changing circumstances and adjust strategies as needed.	21	C	Laptop, phone, webcam with microphone, 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 (office work, meetings)	1-21	C			
2 Walking (to meetings, around office, etc.)	1-21	O			
3 Running	N/A	N			
4 Standing (meetings, leading)	1-21	O			
5 Bending-Neck (desk work, meetings, presenting)	1-21	O			
6 Bending-Waist (sitting, reaching bottom draws)	1-21	O			
7 Squatting	N/A	N			
8 Climbing	N/A	N			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck) (desk work, meetings, presenting)	1-21	O			
12 Twisting (waist) (desk work, meetings, presenting)	1-21	O			
13 Repetitive Hand Use (writing, typing, phone, mousing)	1-21	C			
14 Simple Grasping-Right Hand (files, documents, office equipment)	1-21	O			
15 Simple Grasping-Left Hand (files, documents, office equipment)	1-21	O			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (writing, typing, phone, mousing)	1-21	F			
19 Fine Manipulation-Left Hand (writing, typing, phone, mousing)	1-21	F			
20 Pushing and Pulling (right hand) (desk drawers, doors, chairs)	1-21	O			
21 Pushing and Pulling (left hand) (desk drawers, doors, chairs)	1-21	O			
22 Reaching (above shoulder level) (cabinets)	1-21	O			
23 Reaching (below shoulder level) (desk drawers)	1-21	O			
24 Lifting-up to 10 lbs. (files, books, materials)	1-21	O			
25 Lifting-11-25 lbs. (files, books, materials)	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, books, materials)	1-21	O			
31 Carrying 11-25 lbs. (files, books, materials)	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	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	C			
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	F			
4 Limited/unpredictable opportunity for breaks	O			
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	O			
2 Attention divided by issues requiring multi-tasking	C			
3 Work requires precise attention to detail	C			
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	N			
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	N			
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)	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			
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.**