

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Client Care Manager – Crisis Stabilization Unit Program

DEPARTMENT: Department of Health Services

PHYSICAL DEMAND STRENGTH RATING: Medium

DATE COMPLETED: 10/23/25

DIVISION: DHS BH CSU

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						
Assigned to manage client care and proper functioning of a 24-hour, 7 day per week mental health clinical program	1	C	Keyboard, mouse, county car	BBS Licensed, Drivers License	Essential	
May provide clinical supervision to assigned staff	2	O	Keyboard, mouse	BBS Licensed	Essential	
Plans, organizes, staffs, directs, and coordinates the activities of one or more related programs within the Behavioral Health Division	3	C	Keyboard, mouse	BBS Licensed	Essential	
Supervises and reviews the work of a staff of professional, technical and clerical personnel	4	F	Keyboard, mouse	BBS Licensed	Essential	
Supervises and participates in the selection and recruitment of personnel; trains, evaluates and makes recommendation on merit salary increases and employee discipline	5	F	Keyboard, mouse	BBS Licensed	Essential	
Consult with Mental Health/SUDS services providers	6	O	Keyboard, mouse	BBS Licensed	Essential	
Represent the division on assigned committees	7	O	Keyboard, mouse	BBS Licensed	Essential	

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Attend and, if needed, facilitate the administrative meetings	8	O	Keyboard, mouse, county car	BBS Licensed, Drivers License	Essential	
Develop and submit reports to various stakeholders	9	O	Keyboard, mouse	BBS Licensed	Essential	
May provide direct clinical, crisis, and/or case management services	10	O	Keyboard, mouse, county car	BBS Licensed, Drivers License	Essential	
Make informational presentations to community groups	11	O	Keyboard, mouse, county car	BBS Licensed, Drivers License	Essential	
Evaluates health service programs for compliance with existing Federal, State and local laws, rules, regulations and standards	12	O	Keyboard, mouse	BBS Licensed	Essential	
Keeps informed of current laws, regulations, standards, issues, philosophies and theories related to assigned program	13	O	Keyboard, mouse	BBS Licensed	Essential	
Receives complaints from consumers about clinical, program and/or administrative problems; reviews documents; interview those with knowledge of the complaint and determines the appropriate response; adjusts program services if required	14	O	Keyboard, mouse	BBS Licensed	Essential	
May have to aid in assisting clients access seclusion and restraints	15	O		BBS Licensed	Essential	
Perform as needed administrative functions such as stocking refrigerator, supplies cabinet, or taking out garbage. May need to move chairs and computer equipment and supplies as needed	16	O	Office equipment	N/A	Non-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	All	F			
2 Walking	All	F			
3 Running	10	O			
4 Standing	All	F			
5 Bending-Neck	All	F			
6 Bending-Waist	All	F			
7 Squatting	10,16	O			
8 Climbing (stairs?)	7,8	O			
9 Kneeling	15	O			
10 Crawling	N/a	N			
11 Twisting (neck)	All	F			
12 Twisting (waist)	All	F			
13 Repetitive Hand Use	All	F			
14 Simple Grasping-Right Hand (pen/pencil, mouse)	All	F			
15 Simple Grasping-Left Hand (pen/pencil, mouse)	All	F			
16 Power Grasping-Right Hand	16	O			
17 Power Grasping-Left Hand	16	O			
18 Fine Manipulation-Right Hand (typing, writing, mouse)	All	F			
19 Fine Manipulation-Left Hand (typing, writing, mouse)	All	F			
20 Pushing and Pulling (right hand)	3, 16	O			
21 Pushing and Pulling (left hand)	3, 16	O			
22 Reaching (above shoulder level)	11,14, 15, 16	F			
23 Reaching (below shoulder level)	11, 14, 15, 16	F			
24 Lifting-up to 10 lbs. (laptops, file boxes, ream of paper, binders, food)	All	F			
25 Lifting-11-25 lbs. (food)	15,16	O			
26 Lifting-26-50 lbs. (patient transport)	15,16	O			
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. (laptops, file boxes, ream of paper, binders, food)	All	F			
31 Carrying 11-25 lbs. (food)	15,16	O			
32 Carrying 26-50 lbs. (patient transport)	15,16	O			
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	All	C			
2 Functional color vision, normal or corrected	All	F			
3 Functional night vision, normal or corrected	All	O			
4 Functional hearing, normal or corrected	All	F			
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	F			
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)	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	C			
2 Meet time sensitive deadlines	C			
3 Long and/or irregular hours (CSU 24/7 Program)	F			
4 Limited/unpredictable opportunity for breaks	F			
5 Required to perform on-call or emergency work	C			

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	F			
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	O			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
4 Interactions occur under circumstances of emotional stress	F			
5 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
1 Work Inside	F			
2 Work Outside (<i>Staff may at times leave CSU to interact with someone in crisis or who has eloped from the facility</i>)	O			
3 Extreme Heat (above 100 degrees)	N/A			
4 Extreme Cold (below 32 degrees)	N/A			
5 Excessive Noise (must raise voice to be heard) (<i>patients yelling/screaming for prolonged periods of times; peers talking in open cubicle settings</i>)	N			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N/A			
7 Dust, Vapors, Fumes, Smoke	N/A			
8 Silica, asbestos, etc.	N/A			
9 Solvents (e.g., gas, turpentine, etc.)	N/A			
10 Grease, oils	N/A			
11 Acidic, Caustic Solutions	N/A			
12 Pesticides	N/A			
13 Explosives (e.g., dynamite, bomb, etc.)	N/A			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	O			
16 Human Blood, Body Tissues, or Fluids	O			
17 Human Wastes	O			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N/A			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	N/A			
22 Biomedical Waste	O			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N/A			
26 Walking on uneven, slippery, or rough surfaces	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N/A			
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/A			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N/A			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	C			
33 Operates non-commercial motor vehicles (cars, trucks)	O			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N/A			
35 Operates passenger van to transport clients, inmates, etc.	O			
36 Pulls non-commercial trailers or equipment	N/A			
37 Operates heavy equipment	N/A			
38 Other:	N/A			

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			as necessary by physician
5 Respirator Questionnaire – Short	X	X	
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 Screening Tuberculosis skin test	X	X	Pre-Hire/Annually
12 Vaccine: MMR	X		
13 Vaccine: Hepatitis B	X		Offered
14 Vaccine: Influenza	X	X	Pre-Hire/Annually
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Screening: Rabies Titer			
19 Vaccine: Tdap	X	X	Pre-Hire/Every 10 years
20 Vaccine: Chickenpox	X		One-time

General Background

Criminal Background

Medical Sanctions Screening

National Sex Offender Registry

DMV Driving Record Check

Verification of Professional License, Registration, or Certification, if applicable

Education Verification

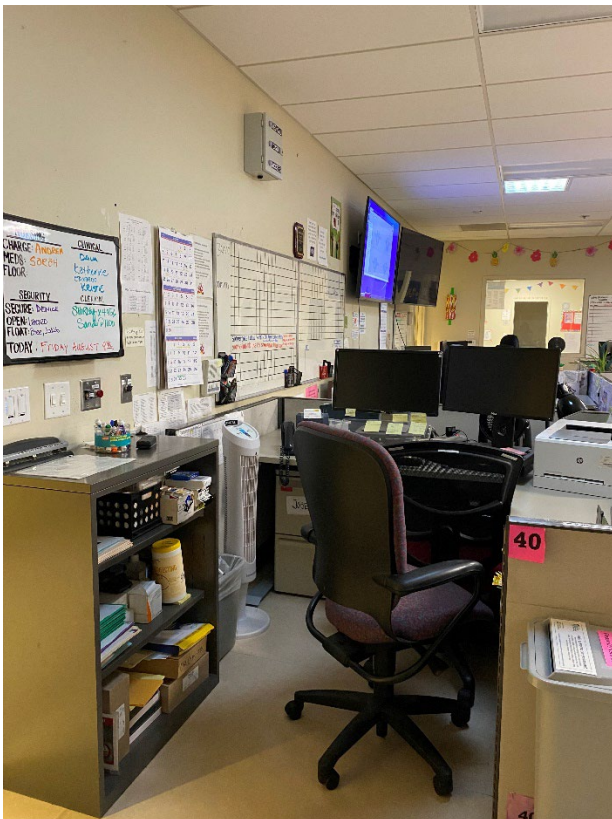
Non-DOT Drug and Alcohol Screening

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.

LOBBY



BULLPEN – CHARGE NURSE STATIONS



SUBACUTE/VOLUNTARY UNIT



SECLUSION AND RESTRAINTS



SAFETY DOOR KNOBS

