

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Deputy County Counsel I-II-III-IV
DEPARTMENT: County Counsel
PHYSICAL DEMAND STRENGTH RATING: Sedentary/Light

DATE COMPLETED: October, 2025
DIVISION: All

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, attorneys in this position work independently, using good judgment in a typical office setting, sitting for long periods of time and routinely using office equipment such as laptops, phones, and office equipment.				CA State Bar License		
Researches, interprets and applies laws, court decisions, statutes, ordinances and other legal authorities for use in the preparation of legal opinions and briefs; prepares difficult legal reports, opinions, briefs and appeals using independent judgment and discretion.	1	C	Laptop, phone, webcam with microphone, office equipment		E	
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	F	Laptop, phone, webcam with microphone, office equipment		E	

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Prepares formal written ordinances, resolutions, contracts, leases, conveyances and other legal documents.	3	C	Laptop, phone, webcam with microphone, office equipment		E	
Prepares pleadings and other papers in connection with trials, hearings, and other legal proceedings; performs research, investigation and detailed legal preparation for the trial or defense of the county in cases involving condemnation, damage or other civil suits.	4	C			E	
Makes recommendations to the County Counsel concerning the advisability to prosecute, compromise or dismiss civil litigation.	5	C	Laptop, phone, webcam with microphone, office equipment		E	
Attend trainings and in turn, may train other attorneys and staff in appropriate subject matter area of law.	6	O	Laptop, phone, webcam with microphone, office equipment		E	
Analyze complex issues by breaking down intricate legal situations into smaller, manageable parts to evaluate them thoroughly.	7	C	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, union representatives, and management. Maintains a professional demeanor and communication style in a manner consistent with County Counsel expectations, policies, practices, and procedures.	8	C	Laptop, phone, webcam with microphone, office equipment		E	
Fundamental critical reading skills with the ability to comprehend and interpret dense legal documents, statutes and case law.	9	C	Laptop, phone, webcam with microphone, office equipment		E	
Identify legal problems and develop creative, effective, and practical solutions for clients.	10	C	Laptop, phone, webcam with microphone, office equipment		E	

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Apply deductive and inductive reasoning to build arguments and assess the logic of others' arguments.	11	C	Laptop, phone, webcam with microphone, office equipment		E	
Articulate ideas clearly and convincingly, whether in a courtroom, a meeting, or with a client	12	C	Laptop, phone, webcam with microphone, office equipment		E	
Actively listen to clients, witnesses, and/or opposing counsel to fully understand the issues.	13	C	Laptop, phone, webcam with microphone, office equipment		E	
Handle a high volume of documents, case files, and client information, requiring strong organizational skills to keep everything in order.	14	C	Laptop, phone, webcam with microphone, office equipment		E	
Prioritize tasks and manage heavy workloads efficiently to meet tight deadlines.	15	C	Laptop, phone, webcam with microphone, office equipment		E	
Attention to detail; meticulous and precise in all aspects of work.	16	C	Laptop, phone, webcam with microphone, office equipment		E	
Adapt to changing circumstances and adjust strategies as needed.	17	C	Laptop, phone, webcam with microphone, office equipment		E	
Deputy County Counsel IV - Only						
At the Direction of the County Counsel, may serve as a lead attorney or team leader within the various sections of the County Counsel's office; may advise, coordinate and assist attorneys, other professional, law clerks, as well as technical and clerical support staff in the handling and preparation of assigned work	18	C	Laptop, phone, webcam with microphone, office equipment		E	
Litigation & Code Enforcement Attorneys						

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Appear in court as needed for general civil litigation, affirmative litigation, and/or code enforcement matters.	19	F	Laptop, phone, webcam with microphone, office equipment		E	
Participate in settlement conferences – in person; virtual appearance is not an option.	20	F	Laptop, phone, webcam with microphone, office equipment		E	
Juvenile Dependency Attorneys						
Appear in court on review calendars and contested hearing calendars -- in person; virtual appearance is not an option.	21	C	Laptop, phone, webcam with microphone, office equipment		E	
Participate in settlement conferences – in person; virtual appearance is not an option.	22	C	Laptop, phone, webcam with microphone, office equipment		E	
Attend writ appeals – virtual is an option.	23	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	1-23	C			
2 Walking	1-23	O			
3 Running	N/A	N			
4 Standing	1-23	O			
5 Bending-Neck	1-23	F			
6 Bending-Waist	1-23	O			
7 Squatting	N/A	N			
8 Climbing	N/A	N			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck)	1-23	F			
12 Twisting (waist)	1-23	O			
13 Repetitive Hand Use	1-23	C			
14 Simple Grasping-Right Hand	1-23	O			
15 Simple Grasping-Left Hand	1-23	O			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (taking manual notes, typing)	1-23	C			
19 Fine Manipulation-Left Hand (taking manual notes, typing)	1-23	C			
20 Pushing and Pulling (right hand) (opening doors, file cabinets, and drawers)	1-23	C			
21 Pushing and Pulling (left hand) (opening doors, file cabinets, and drawers)	1-23	C			
22 Reaching (above shoulder level) (reaching for files, supplies)	1-23	O			
23 Reaching (below shoulder level) (reaching for files, supplies)	1-23	O			
24 Lifting-up to 10 lbs.	8, 9, 10	F			
25 Lifting-11-25 lbs.	8, 9, 10	F			
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.	8, 9, 10	F			
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	1-23	C			
2 Functional color vision, normal or corrected	1, 3, 4	O			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	1-23	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	O			
6 Required to direct other staff (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
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	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	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	F			
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			
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	O			
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:				

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.

PART 12 – FORM REVIEW AND SIGNATURES

SUPERVISOR/SECTION MANAGER

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES RECRUITMENT AND CLASSIFICATION

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES SAFETY UNIT

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES DISABILITY MANAGEMENT

Name: _____ Title: _____

Signature: _____ Date: _____

PART 13 – MEDICAL PROVIDER REVIEW AND COMMENTS

Employee Name: _____ Date of Evaluation: _____

COMMENTS: _____

Provider Signature: _____ Date: _____