

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Program Planning & Evaluation Analyst (Language Access Manager)
DEPARTMENT: Office of Equity
PHYSICAL DEMAND STRENGTH RATING: Sedentary

DATE COMPLETED: 4/10/2026
DIVISION: N/A

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 use office equipment such as computers, phones, copiers, and printers. Employees will generally work independently with minimal supervision, as well as collaboratively with other County staff both in-person as well as virtually.						
Plans, manages, and reports to departmental, interdepartmental, Board-appointed, as well as public stakeholders on the strategic implementation of the County of Sonoma’s policies and plans to which they are assigned.	1	C	Computer, phone	N	E	
Working independently, collects, analyzes, and interprets data to develop and implement program recommendations, and tracks performance metrics to advance the County of Sonoma’s policies and plans to which they are assigned.	2	C	Computer, phone	N	E	
Creates and manages language access complaint and feedback processes for County staff and the public.	3	F	Computer, phone	N	E	
Responds to language access support requests and develops, implements, monitors, and conducts audits of language access services	4	F	Computer, phone	N	E	
Maintains current knowledge of the latest legislation, approaches, and strategies for language access programs.	5	F	Computer, phone	N	E	
Develops and coordinates annual reports to the Board of Supervisors regarding implementation of the County of Sonoma’s policies and plans to which they are assigned.	6	O	Computer, phone	N	E	
Meets with contracted service vendors, staff,	7	O	Computer, phone	N	E	

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.
linguistically diverse communities, and other relevant stakeholders to discuss specific language services and needs that will improve the delivery of services							
Plans, conducts and oversees engagement efforts, including events, with community-based organizations and community members to inform residents about language access rights and how to request interpretation and translation services	8	O	Computer, phone		N	E	
Reviews language service provider agreements and provides edits/recommendations to ensure all local language needs are included in County contracts	9	O	Computer, phone		N	E	
Develops and delivers training to County staff on the County of Sonoma's policies and programs to which they are assigned.	10	O	Computer, phone, sound system		N	E	
Enters and reviews detailed information in databases and other computerized systems; understands, analyzes, reviews and verifies accuracy and completeness of data entered into systems; ensures compliance with County of Sonoma's policies and plans that they are assigned to as well as; research changes, omissions, and errors in records; obtains information needed to correct records; adjusts and corrects records; generates various reports using database reporting tools.	11	F	Computer, phone		N	E	
Is able to research, analyze, and troubleshoot issues related to the County of Sonoma's polices and plans to which they are assigned; use sequential thinking in their project management to break down complex problems into manageable steps; and is able to communicate the results and recommendations to leadership.	12	C	Computer, phone	N	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	1-12	F			
2 Walking	1-12	O			
3 Running	n/a	N			
4 Standing	1-12	O			
5 Bending-Neck (<i>looking between materials on desk and multiple monitors while working on a computer at a desk</i>)	1-12	O			
6 Bending-Waist	1-12	O			
7 Squatting (<i>retrieving or putting away items stowed on shelves lower than waist level</i>)	1-12	O			
8 Climbing	n/a	N			
9 Kneeling	n/a	N			
10 Crawling	n/a	N			
11 Twisting (neck) (<i>looking between materials on desk and multiple monitors while working on a computer at desk</i>)	1-12	F			
12 Twisting (waist)	1-12	O			
13 Repetitive Hand Use	1-12	F			
14 Simple Grasping-Right Hand	1-12	F			
15 Simple Grasping-Left Hand	1-12	F			
16 Power Grasping-Right Hand (<i>e.g. mechanic taking off a tire, gripping and turning a sewer lid, etc..</i>)	n/a	N			
17 Power Grasping-Left Hand	n/a	N			
18 Fine Manipulation-Right Hand	1-12	O			
19 Fine Manipulation-Left Hand	1-12	O			
20 Pushing and Pulling (right hand)	1-12	O			
21 Pushing and Pulling (left hand)	1-12	O			
22 Reaching (above shoulder level)	1-12	O			
23 Reaching (below shoulder level)	1-12	O			
24 Lifting-up to 10 lbs. (<i>carrying office supplies, laptop, etc..</i>)	1-12	F			
25 Lifting-11-25 lbs. (<i>carrying office supplies e.g. filled file boxes, equipment used in event or presentation setup</i>)	8, 10	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.	1-12	F			
31 Carrying 11-25 lbs.	8, 10	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	1-12	C			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
2 Functional color vision, normal or corrected <i>(example: design color graphics in power point presentations, color graphs and infographics for program reporting)</i>	1-12	O			
3 Functional night vision, normal or corrected <i>(e.g. an event, workshop, community meeting, or training that starts before sunrise or ends after sunset)</i>	7, 8	O			
4 Functional hearing, normal or corrected	1-12	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	O			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	F			
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	F			
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	F			
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	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
or work product				

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)	F			
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 (e.g. interaction with clients that express distress or dissatisfaction due to lack of available resources)	O			
5 Risk of confrontation with violent or assaultive clients or customers (e.g. members of the public that feel strongly opposed to equity work and motivated to confront employees at public meetings)	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	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
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.