

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Payroll Clerk

DEPARTMENT: Sheriff

PHYSICAL DEMAND STRENGTH RATING: Sedentary

DATE COMPLETED: July 2026

DIVISION: Administration

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.
Employees in this job classification must perform the following duties with a high degree of accuracy and maintain strict confidentiality of sensitive personnel and payroll information at all times:						
Process and maintain personnel actions for Sheriff's Office employees	1	F	Computer	No	Essential	
Analyze and resolve payroll-related issues/problems	2	C	Computer, phone	No	Essential	
Apply State & Federal leave/disability laws, MOUs, Board resolutions, and complex payroll policies	3	F	Computer, reference documents	No	Essential	
Process electronic time-keeping and payroll data within evolving/fluctuating deadlines	4	F	Computer	No	Essential	
Ensure accuracy of time-worked records and related documents	5	C	Computer	No	Essential	

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Make complex arithmetic calculations accurately and timely	6	F	Computer, calculator	No	Essential	
Interpret and explain salary schedules, benefits, MOU terms, deductions (Social Security, federal/state tax) to staff at all levels	7	F	Computer	No	Essential	
Serve as key point of contact; provide payroll info/guidance in one-on-one and group settings	8	C	Computer, phone	No	Essential	
Compile and prepare periodic summaries/reports (employment inventory, cost distribution, pay & leave usage)	9	F	Computer	No	Essential	
Select and use appropriate standardized payroll forms; apply numeric code systems and salary table	10	C	Computer	No	Essential	
Will conduct trainings or orientations for staff regarding payroll related processes and/or systems.	11	O	Computer	No	Essential	
Train new employees and instruct existing staff on new/revised payroll & personnel procedures	12	O	Computer	No	Essential	
Independently initiate, prioritize, and perform assignments; meet fixed/fluctuating deadlines	13	F	Computer	No	Essential	
Work effectively in a fast-paced environment with frequent interruptions and deadlines	14	C	Computer	No	Essential	
Communicates clearly, and professionally with employees, supervisors, management, the public and other departments.	15	C	Phone	No	Essential	
Explains complex payroll, salary, and benefit information to individuals at all levels, both individually and in groups.	16	C	Phone	No	Essential	
Exercises discretion, patience, and diplomacy when handling sensitive or confidential matters.	17	C	Phone	No	Essential	
Works cooperatively in a team environment and provides guidance, and instruction to other employees.	18	C	Phone	No	Essential	
Files related payroll paperwork	19	O	Filing system	No	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	1-18	C			
2 Walking	19	O			
3 Running	N/A	N/R			
4 Standing	1-19	O			
5 Bending-Neck	1-19	O			
6 Bending-Waist	19	N/R			
7 Squatting	N/A	N/R			
8 Climbing	N/A	N/R			
9 Kneeling	N/A	N/R			
10 Crawling	N/A	N/R			
11 Twisting (neck)	1-19	O			
12 Twisting (waist)	1-19	O			
13 Repetitive Hand Use	1-19	C			
14 Simple Grasping-Right Hand	1-19	C			
15 Simple Grasping-Left Hand	1-19	C			
16 Power Grasping-Right Hand	N/A	N/R			
17 Power Grasping-Left Hand	N/A	N/R			
18 Fine Manipulation-Right Hand	1-19	C			
19 Fine Manipulation-Left Hand	1-19	C			
20 Pushing and Pulling (right hand)	1-19	O			
21 Pushing and Pulling (left hand)	1-19	O			
22 Reaching (above shoulder level)	1-19	O			
23 Reaching (below shoulder level)	1-19	O			
24 Lifting-up to 10 lbs.	1-19	O			
25 Lifting-11-25 lbs.	N/A	N/R			
26 Lifting-26-50 lbs.	N/A	N/R			
27 Lifting 51-75 lbs.	N/A	N/R			
28 Lifting 76-100 lbs.	N/A	N/R			
29 Lifting 100 + lbs.	N/A	N/R			
30 Carrying 0-10 lbs.	1-19	O			
31 Carrying 11-25 lbs.	N/A	N/R			
32 Carrying 26-50 lbs.	N/A	N/R			
33 Carrying 51-75 lbs.	N/A	N/R			
34 Carrying 76-100 lbs.	N/A	N/R			

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	1-19	C			
2 Functional color vision, normal or corrected	1-19	O			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	1-19	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	F			
5 Required to train and/or lead other staff	O			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

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	N			
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	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	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	O			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	N			

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	N			
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	N/A		
2 DOT Commercial Driver Drug and Alcohol Screening	N/A		
3 DOT Commercial Driver Physical Exam	N/A		
4 Respirator Physical Exam	N/A		
5 Respirator Questionnaire – Short	N/A		
6 Respirator Questionnaire – Standard	N/A		
7 Blood lead level	N/A		
8 Hazardous Waste/Emergency Worker physical	N/A		
9 Heavy metal screen (mercury, lead, arsenic)	N/A		
10 HINT Hearing Noise Sensitivity Testing	N/A		
11 Tuberculosis skin test	N/A		
12 Vaccine: MMR	N/A		
13 Vaccine: Hepatitis B	N/A		
14 Vaccine: Influenza	N/A		
15 Vaccine: Meningococcal	N/A		
16 Vaccine: Pneumococcal	N/A		
17 Vaccine: Rabies	N/A		
18 Vaccine: Rabies Titer	N/A		
19 Vaccine: Tdap	N/A		
20 Vaccine: Chickenpox	N/A		

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.