

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Principal Classification Analyst - Extra-Help

DEPARTMENT: Human Resources Department

PHYSICAL DEMAND STRENGTH RATING: Light/Sedentary

DATE COMPLETED: December, 2025

DIVISION: Recruitment and Classification

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, these positions work during core business hours in a typical office setting, sitting for long periods of time, and routinely using office equipment such as phones, computers, printers, and photocopiers, etc. May go into the field during a class study to review positions that may have duties outside or in areas with machinery, etc.						
Works collaboratively with executive HR management, HR staff, department partners, leadership, employee representatives, boards, commissions, advisory bodies, and project stakeholders. Interprets and explains HR policies, procedures, Civil Service Rules, and MOUs/Agreements to the same.	1	C	Computer, phone, and general office equipment		Essential	

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.
Conducts classification studies and salary surveys, reviews and revises classification specifications, and prepares salary recommendations. Participates in meet and confer and labor/management meetings. Develops and delivers professional written reports with recommendations to the Civil Service Commission, HR Leadership, Board of Supervisors, and other advisory or policy bodies as needed.	2	C	Computer, phone, and general office equipment		Essential	
Advises and assists departments with creative problem-solving within the confines of set policies, rules, best practices, time constraints, and competing priorities. Achieves consensus by diplomatically navigating and influencing stakeholders with varying opinions, needs, and motivations.	3	F	Computer, phone, and general office equipment		Essential	
Coordinates, attends, and leads meetings, in-person and virtually, with County department staff and leadership, employees, union representatives, and stakeholders	4	F	Computer, phone, and general office equipment		Essential	
Collaborates with and maintains effective working relationships with co-workers, department managers, supervisors, county employees, union representatives, and other stakeholders. Solicits input and participation from stakeholders. Remains calm and professional when dealing with emotional situations.	5	C	Computer, phone, and general office equipment		Essential	
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 HR expectations, policies, practices, and procedures.	6	C	Computer, phone, and general office equipment		Essential	
Stays current on field-related legal requirements and best practice recommendations through training and industry resources, conducts research as needed.	7	F	Computer, phone, and general 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	1-7	Constant			
2 Walking	5	Occasional			
3 Running	NA	Never			
4 Standing	1-7	Occasional			
5 Bending-Neck	1-7	Frequent			
6 Bending-Waist	1-7	Frequent			
7 Squatting	NA	Never			
8 Climbing	NA	Never			
9 Kneeling	NA	Never			
10 Crawling	NA	Never			
11 Twisting (neck)	1-7	Frequent			
12 Twisting (waist)	1-7	Frequent			
13 Repetitive Hand Use	1-7	Constant			
14 Simple Grasping-Right Hand	1-7	Occasional			
15 Simple Grasping-Left Hand	1-7	Occasional			
16 Power Grasping-Right Hand	NA	Never			
17 Power Grasping-Left Hand	NA	Never			
18 Fine Manipulation-Right Hand	1-7	Frequent			
19 Fine Manipulation-Left Hand	1-7	Frequent			
20 Pushing and Pulling (right hand)	1-7	Occasional			
21 Pushing and Pulling (left hand)	1-7	Occasional			
22 Reaching (above shoulder level)	1-7	Occasional			
23 Reaching (below shoulder level)	1-7	Occasional			
24 Lifting-up to 10 lbs.	1-7	Occasional			
25 Lifting-11-25 lbs.	NA	Never			
26 Lifting-26-50 lbs.	NA	Never			
27 Lifting 51-75 lbs.	NA	Never			
28 Lifting 76-100 lbs.	NA	Never			
29 Lifting 100 + lbs.	NA	Never			
30 Carrying 0-10 lbs.	1-7	Occasional			
31 Carrying 11-25 lbs.	NA	Never			
32 Carrying 26-50 lbs.	NA	Never			
33 Carrying 51-75 lbs.	NA	Never			
34 Carrying 76-100 lbs.	NA	Never			

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	1-7	Constant			
2 Functional color vision, normal or corrected	NA	Never			
3 Functional night vision, normal or corrected	NA	Never			
4 Functional hearing, normal or corrected	1-7	Constant			
5 A sense of smell or taste	NA	Never			

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	Frequent			
2 Follow Written Instructions	Frequent			
3 Required to sustain concentration	Constant			

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	Frequently			
2 Organize own work	Frequently			
3 Able to ask questions or request assistance when needed	Frequently			
4 Required to make decisions independently	Frequently			
5 Required to train and/or lead other staff	Frequently			
6 Required to direct other staff (e.g., planning, goal setting, performance)	Occasional			

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	Frequently			
2 Meet time-sensitive deadlines	Constant			
3 Long and/or irregular hours	Occasional			
4 Limited/unpredictable opportunity for breaks	Occasional			
5 Required to perform on-call or emergency work	Never			

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	Frequent			
2 Attention divided by issues requiring multi-tasking	Frequent			
3 Work requires precise attention to detail	Constant			
4 Use of judgment in routine matters	Constant			
5 Requires use of judgment in adapting procedures from one task to another	Frequent			
6 Possible legal ramifications associated with work activities or work product	Occasional			

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

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Activity	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional, Frequent, or Constant	Can Perform	Temporarily Restricted	Permanently Restricted
1 Work Inside	Constant			
2 Work Outside	Occasional			
3 Extreme Heat (above 100 degrees)	Never			
4 Extreme Cold (below 32 degrees)	Never			
5 Excessive Noise (must raise voice to be heard)	Never			
6 Vibration (e.g., jackhammer, hammer drill, chainsaw, etc.)	Never			
7 Dust, Vapors, Fumes, Smoke	Never			
8 Silica, asbestos, etc.	Never			
9 Solvents (e.g., gas, turpentine, etc.)	Never			
10 Grease, oils	Never			
11 Acidic, Caustic Solutions	Never			
12 Pesticides	Never			
13 Explosives (e.g., dynamite, bomb, etc.)	Never			
14 Cleaning supplies, abrasives	Never			
15 Other Chemicals (e.g. drugs and other contraband)	Never			
16 Human Blood, Body Tissues, or Fluids	Never			
17 Human Wastes	Never			
18 Animal Blood, Body Tissues, or Fluids	Never			
19 Animal Wastes	Never			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	Never			
21 Insect Bites (e.g., ticks, mosquitoes, spiders, etc.)	Never			
22 Biomedical Waste	Never			
23 Ionizing Radiation	Never			
24 Non-Ionizing Radiation	Never			
25 Electrical Energy	Never			
26 Walking on uneven, slippery, or rough surfaces	Occasional			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	Occasional			
28 Proximity to moving vehicles or objects	Occasional			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	Never			
30 Contact with water, other liquids, humid conditions - not weather related	Never			
31 Work Below Ground: (e.g., excavation, trench, etc.)	Never			
32 Potential exposure to airborne infectious diseases (e.g., clinics, labs, corrections)	Never			
33 Operates non-commercial motor vehicles (cars, trucks)	Occasional			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	Never			
35 Operates a passenger van to transport clients, inmates, etc.	Never			
36 Pulls non-commercial trailers or equipment	Never			
37 Operates heavy equipment	Never			
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.