

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: WA Principal Environmental Specialist (0919)
DEPARTMENT: Sonoma County Water Agency
PHYSICAL DEMAND STRENGTH RATING: Medium

DATE COMPLETED: March 2025
DIVISION: Environmental Resources Division

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.
Works primarily in an office environment, sitting for long periods of time, and routinely using a variety of office equipment such as computers, phones, photocopiers, etc.; occasionally works in the field in all types of terrain, vegetation, and weather conditions, performing duties in both daylight and dark/dim conditions; occasionally required to attend various meetings, conferences, and events at external locations.						

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Under general direction from division manager, plans, organizes, and supervises the activities of a specialized working group in charge of functional areas such as: fish and wildlife; physical habitat; botanical and wetland resources, and environmental review; provides overall coordination and administration of activities in assigned area; is expected to use personal initiative and sound independent judgment in the oversight of day-to-day operations.	1	C	Phone, computer	N/A	E	
Performs the full extent of supervisory responsibilities for assigned section including: interviews and selects staff; evaluates performance; recommends salary increases and disciplinary actions; trains staff; acts as a technical resource; must possess the ability to lead, assign, prioritize, and monitor the work of others.	2	C	Phone, computer	N/A	E	
Oversees the preparation and distribution of reports and other documents; must be able to write effectively and use good judgment in the assembling, evaluation, and use of information; uses a variety of computerized software systems including word processing systems, spreadsheets, and graphics and modeling systems.	3	F	Office tools (i.e., binders, staples, copiers), computer, phone, vehicle	N/A	E	
Negotiates regulatory permits; must be able to deal tactfully and effectively with department personnel, government officials, specific interest groups, and the general public.	4	O	Computer, phone	N/A	E	
Reviews detailed construction specifications; recommends solutions to reconcile construction specifications with environmental regulations, right-of-way agreements, permits, and other statutory requirements.	5	O	Computer, phone	N/A	E	
Oversees staff conducting various studies to assess environmental impacts of Agency projects; based on study results, recommends operational approaches/modifications to mitigate negative impacts of projects; must have the mental acuity to analyze situations accurately and provide effective courses of action; may assist in sample collection and lab analysis (e.g., microscope use, biological dissecting).	6	F	Phone, computer, microscopes, other sampling/biological monitoring & dissecting equipment	N/A	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.
Conducts field work to gather information on jobsites and assist staff with a variety of biological monitoring tasks; walks around jobsites including over rough terrain, through wetlands, and creeks; may climb over fences and gates; may assist and train staff on various biological monitoring tasks including, but not limited to, electrofishing, operating conductivity and turbidity meters, water quality testing, anesthetizing aquatic life using chemicals (e.g., Alka-Seltzer and MS222) or other methods, trapping aquatic life using fishnets, traps, and weirs, lifting and placing 30-40 lb. receivers to monitor fish activity, and measuring streamflow and depth; may operate small boats on waterways and lakes, including assisting with launching and removing boats from water.	7	O	PPE (e.g., gloves), field guides, phone, camera, biological monitoring tools, notebook, vehicle, small boats, small manual hand tools (e.g., shovels, screwdrivers, spades), biological dissecting kits, nets, microscopes, knives	Valid CA Driver's License; necessary license required to operate boat (if applicable)	N	
Engages in strategic development of programs; monitors, forecasts, and reports on program schedules and expenditures; prepares budget recommendations and supporting justifications.	8	F	Computer, phone	N/A	E	
Communicates project issues and accomplishments to Agency staff, the public, and other stakeholders; establishes and maintains effective relationships; must be able to communicate verbal and written ideas clearly and logically.	9	F	Computer, phone	N/A	E	
May serve as a representative of the Agency; performs a variety of public outreach activities; attends and participates in conferences, workshops, and tours; prepares and gives presentations; interviews with the press as necessary; appears in outreach videos and other public materials; may participate in teaching activities offered to youth and elementary school classes.	10	O	Visual aid equipment, projectors, microphone, dolly/cart, presentation materials, computer, phone	N/A	E	
Drives county vehicle/pick-up truck to, from, and around worksites, including rugged, remote, and off-road locations; drives to external meetings, conferences, and events.	11	F	Car/pick-up truck, 4-wheel drive vehicles	Valid CA Driver's License	E	
Continuously observes safety practices and procedures; recognizes and corrects unsafe conditions; wears appropriate safety gear; trains others on proper safety procedures.	12	C	PPE, phone, computer	N/A	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 (e.g., driving, using phone, computer work)	All	C			
2 Walking (e.g., around office and job sites)	All	F			
3 Running	N/A	N			
4 Standing	All	F			
5 Bending-Neck (e.g., computer work, using microscope)	All	F			
6 Bending-Waist (e.g., bending to pickup files, reports, and binders from low shelves/drawers)	All	O			
7 Squatting (e.g., during field work)	6 & 7	O			
8 Climbing (e.g., during field work: over obstacles, up creek/riverbanks)	6 & 7	O			
9 Kneeling (e.g., during field work)	6 & 7	O			
10 Crawling (e.g., over, under, or around obstacles during field work)	6 & 7	O			
11 Twisting (neck) (e.g., driving; using phone, computer)	All	F			
12 Twisting (waist)	All	F			
13 Repetitive Hand Use (e.g., computer work)	1-6, 8 & 9	C			
14 Simple Grasping-Right Hand (e.g., office tools)	All	C			
15 Simple Grasping-Left Hand (e.g., office tools)	All	C			
16 Power Grasping-Right Hand (e.g., opening gates, during various biological monitoring activities)	6 & 7	O			
17 Power Grasping-Left Hand (e.g., opening gates, during various biological monitoring activities)	6 & 7	O			
18 Fine Manipulation-Right Hand (e.g., computer work, biological dissecting)	1 – 7, 8 & 9	C			
19 Fine Manipulation-Left Hand (e.g., computer work, biological dissecting)	1 – 7, 8 & 9	C			
20 Pushing and Pulling (right hand) (e.g., opening gates, dragging ~20 – 30 lbs. to maneuver small boats - usually to connect boat to trailer hitch; setting up for presentations, meetings, outreach activities, etc.)	6 & 7, 10	O			
21 Pushing and Pulling (left hand) (e.g., opening gates, dragging ~20 – 30 lbs. to maneuver small boats - usually to connect boat to trailer hitch; setting up for presentations, meetings, outreach activities, etc.)	6 & 7, 10	O			
22 Reaching (above shoulder level) (e.g., setting up presentation materials/meeting rooms, reaching high shelves/file drawers)	All	O			
23 Reaching (below shoulder level) (e.g., setting up presentation materials/meeting rooms, reaching high shelves/file drawers)	All	O			
24 Lifting-up to 10 lbs. (e.g., books, binders, small office tools such as a calculator)	All	F			
25 Lifting-11-25 lbs. (e.g., presentation materials, lab equipment, sampling devices)	6 & 7, 10	O			
26 Lifting-26-50 lbs. (e.g., presentation materials, lab equipment, sampling devices, moving obstacles/vegetation on field visits)	6 & 7, 10	O			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
30 Carrying 0-10 lbs. (e.g., books, binders, small office tools such as calculators)	All	O			
31 Carrying 11-25 lbs. (e.g., presentation materials, lab equipment, sampling devices)	6 & 7, 10	O			
32 Carrying 26-50 lbs. (e.g., presentation materials, lab equipment, sampling devices)	6 & 7, 10	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 (e.g., driving, using computer)	All	C			
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	All	C			
5 A sense of smell or taste (i.e., sensing fumes, vapors, leaks when conducting lab and field work)	6 & 7	O			

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	O			
2 Follow Written Instructions	O			
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	C			
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	F			
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	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	O			

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 (e.g., possibility of dealing with angry property owners/the public, resolving conflicts with/between employees)	O			
5 Risk of confrontation with violent or assaultive clients or customers (e.g., possibility of dealing with angry property owners/the public)	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) (e.g., during field work)	O			
4 Extreme Cold (below 32 degrees) (e.g., during field work)	O			
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 (e.g., dust when working in field)	O			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas when refueling a vehicle)	O			
10 Grease, oils	N			
11 Acidic, Caustic Solutions (e.g., laboratory chemicals such as Alka Seltzer, MS222, rubbing alcohol, isopropyl alcohol)	O			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids (e.g., field work at wastewater treatment plants)	N			
17 Human Wastes (e.g., field work at wastewater treatment plants)	N			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
18 Animal Blood, Body Tissues, or Fluids (e.g., trapping and handling aquatic life)	O			
19 Animal Wastes (e.g., trapping and handling aquatic life)	O			
20 Biological Toxins (e.g., poison ivy, poison oak during field work)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders during field work)	O			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy (e.g., during fieldwork at various jobsites)	O			
26 Walking on uneven, slippery, or rough surfaces (e.g., walking/hiking around jobsites)	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery when visiting jobsites)	O			
28 Proximity to moving vehicles or objects	O			
29 Heights (e.g., step ladders)	O			
30 Contact with water, other liquids, humid conditions - not weather related (e.g., work near creeks, rivers, and other bodies of water)	O			
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)	F			
34 Operates commercial vehicles – CDL Class <u> N/A </u> Endorsements <u> N/A </u>	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment (i.e., boat trailer)	O			
37 Operates heavy equipment	N			
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			
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	X (only required for incumbents who work in classroom settings – per school requirement)		Every 4 years
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.**Inflatable Canoe & Canoe (both towed)**

- May operate boats on waterways and lakes
- Assists with launching and removing boats from the water

**Fish Traps**

- Up to 150 lbs. when wet & 80 – 100 lbs. when dry
- 4-5 person lifts only: ~37 lbs. per person when wet & 25 lbs. per person when dry
- Supervises and may assist with the installation and removal of fish traps



Electrofishing Equipment

- Rod is ~5 lbs.
- Between 100 – 500 volts of electricity
- Electrofishing backpacks are not pictures
 - o Light backpack is between 20 – 25 lbs.
 - o Heavy backpack is between 25 – 30 lbs.
- Supervises and may assist with electrofishing



Fish Nets

- ~ 5 lbs.



Double Weir

- ~25 – 30 lbs. (2-person lifts)
- Supervises and may assist with the installation and removal of weirs



Single Weir

- ~10 – 15 lbs.
- Supervises and may assist with the installation and removal of weirs



Pipes that go into weirs
- 30 – 40 lbs. (2-person lifts)



Sandbags used under weirs
- ~ 30 – 40 lbs.



Crane installing/removing heavy fish traps
- Supervises installation/removal of fish traps



Heavy fish trap removal



Heavy fish trap removal with crane part 2