

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Registrar of Voters (ROV)

DEPARTMENT: Registrar of Voters

PHYSICAL DEMAND STRENGTH RATING: Light/Sedentary

DATE COMPLETED: May 2025

DIVISION: Clerk/ Recorder/ Assessor/ ROV

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 using office equipment such as computers, phones, photocopiers, fax machines, etc., and has frequent interactions by phone, virtual formats, email and in person with individuals and groups.						
Works independently and with discretion in planning and administering program and policy direction for the department; ensures program activities are conducted in accordance with departmental and County policies and procedures, and with applicable federal and state laws; reports, both orally and in writing, to the County Executive and Board of Supervisors on program issues, obstacles, and progress; follows direction of the Board in implementing new policies and goals.	1	C	Computer, Phone/Headset, Pen/Pencil, and Audio-visual equipment		Essential	

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Provides direction, both orally and in writing, to subordinate managers, supervisors, and staff to ensure goals are met; plans, organizes, and assigns work; directs, evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; utilizes appropriate discretion and assures compliance with County policy and federal and state laws in matters of employee relations, EEO, and ADA.	2	C	Computer, Phone/Headset, Pen/Pencil, and Audio-visual equipment		Essential	
Consults, collaborates with, and solicits the cooperation of community groups, County departments, federal entities, and outside agencies in assessing, identifying, and analyzing voter and election needs; establishes professional and effective working relationships; seeks input from all interested parties and establishes effective working relationships; may drive a vehicle to off-site meetings.	3	F	Computer, Phone/Headset, Pen/Pencil, Audio-visual equipment, and vehicle	Driver's license	Essential	
Represents the County and speaks before the media, public bodies, organizations, committees, and the public on matters pertaining to agency initiatives, projects, programs, and activities; may drive a vehicle to off-site meetings and election sites.	4	F	Computer, Phone/Headset, Pen/Pencil, Audio-visual equipment, and vehicle	Driver's license	Essential	
Identifies need and responds to requests for new policies; researches and analyzes issue; reviews relevant laws, regulations, and policies; writes policy using approved format and professional level writing; ensures policy is reviewed by other County departments as appropriate, such as Human Resources and County Counsel and meets with labor organizations as appropriate; communicates newly approved policies to staff.	5	O	Computer, Phone/Headset, Pen/Pencil		Essential	
Directs the preparation of departmental budget priorities and ensures that the budget expenditures are properly controlled to ensure conformance with approved funding; prepares summary documents and annual reports to the Board of Supervisors.	6	F	Computer, Phone/Headset, Pen/Pencil, and Audio-visual equipment		Essential	

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Develops and maintains precinct boundaries, maps, and precinct guides conducted through the use of GIS and other systems, reflecting current city, district, and legislative boundaries.	7	O	Computer, Phone/Headset, Pen/Pencil		Essential	
Directs the issuance and filing of nomination papers, the verification of signatures on a variety of electoral related documents, and the determination of their sufficiency; arranges for and directs the tabulation of votes cast following close of polls on election night; prepares and certifies a statement of votes cast for adoption by the Board of Supervisors and transmission to the Secretary of State or other appropriate agencies.	8	F	Computer, Phone/Headset, Pen/Pencil, and Audio-visual equipment		Essential	
Actively maintains industry knowledge and stays current on field-related laws, policies, and best practices.	9	C	Computer, Phone/Headset, Pen/Pencil		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	1-9	C			
2 Walking	1-8	F			
3 Running	NA	N			
4 Standing	1-8	F			
5 Bending-Neck	1-9	F			
6 Bending-Waist	1-8	O			
7 Squatting	NA	N			
8 Climbing	NA	N			
9 Kneeling	NA	N			
10 Crawling	NA	N			
11 Twisting (neck)	1-8	F			
12 Twisting (waist)	1-8	O			
13 Repetitive Hand Use	1-8	C			
14 Simple Grasping-Right Hand	1-9	O			
15 Simple Grasping-Left Hand	1-9	O			
16 Power Grasping-Right Hand	NA	N			
17 Power Grasping-Left Hand	NA	N			
18 Fine Manipulation-Right Hand	1-8	O			
19 Fine Manipulation-Left Hand	1-8	O			
20 Pushing and Pulling (right hand)	1-8	O			
21 Pushing and Pulling (left hand)	1-8	O			
22 Reaching (above shoulder level)	1-8	O			
23 Reaching (below shoulder level)	1-8	O			
24 Lifting up to 10 lbs.	1-8	F			
25 Lifting-11-25 lbs.	NA	N			
26 Lifting-26-50 lbs.	NA	N			
27 Lifting 51-75 lbs.	NA	N			
28 Lifting 76-100 lbs.	NA	N			
29 Lifting 100 + lbs.	NA	N			
30 Carrying 0-10 lbs.	1-8	F			
31 Carrying 11-25 lbs.	NA	N			
32 Carrying 26-50 lbs.	NA	N			
33 Carrying 51-75 lbs.	NA	N			
34 Carrying 76-100 lbs.	NA	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	1-9	F			
2 Functional color vision, normal or corrected	NA	N			
3 Functional night vision, normal or corrected	NA	N			
4 Functional hearing, normal or corrected	1-9	F			
5 A sense of smell or taste	NA	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	F			

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

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	F			
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	F			
2 Attention divided by issues requiring multi-tasking	C			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	F			
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)	F			
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	F			
2 Work Outside	O			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	N			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jackhammer, 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, mosquitoes, 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)	O			
28 Proximity to moving vehicles or objects	O			
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 a 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.