

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: January 3, 2017	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Board of Supervisors
APPROVING PARTY: Chair
PHONE NUMBER: 530-289-3286

AGENDA ITEM: Approval of Job Descriptions for Director of Behavioral Health, Director of Health and Human Services and the Clinical Director Behavioral Health.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: See previous Items

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2017- _____ Agreement 2017- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

Sierra County Job Classification

Class Title: Director of Health and Social Services

Status: At-Will Employment and Exempt

DEFINITION

The Director is responsible for the management and administration of Department of Health and Social Services. Responsibilities include the management and operations of the social services (including APS, CPS and IHSS programs) and all welfare and assistance programs provided by County through the Health Social Services Agency. The Director also oversees the environmental health and associated regulatory functions undertaken by the County. The Director is responsible for day to day operations, supervision and administration, including budget development and personnel recruitment, information technology systems, and asset management. The Director supervises the work of professional and administrative staff assigned to the respective program areas and activities in order to ensure compliance with all applicable local, state, and federal laws and regulations pertaining to public health, social service, welfare programs and environmental health matters.

DISTINGUISHING CHARACTERISTICS

This is the top management level position within the Health and Social Services requires knowledge of: (1) the principles and methods of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of the Health and Social Services Agency; (2) the principles and legal requirements for public contracting, personnel management, budget preparation, fiscal analysis, and program management; (3) federal, state, and local laws and regulations governing the operations of health and social services programs and funding mechanisms; (4) fundamentals of program requirements and strategies and implementation measures that have been proven successful in implementing public health, social service and welfare programs; (5) modern office practices and equipment.

In addition the Director shall have the ability to (1) administer and supervise county-wide, diverse and complex programs; (2) use independent judgment and discretion in supervising various programs and to make sound decisions in daily operations; the ability to effectively read and interpret complex materials pertaining to the state and federal laws and regulations relating to the programs provided by the Agency; (3) to communicate effectively in written and oral forms; (4) to effectively administer budgets; (5) develop and subject to approval by the Board of Supervisors,

(6) manage and supervise department staff including hiring, discipline, and all aspects of personnel within the combined departments; (7) Work closely with the Board of Supervisors, other County officials and staff in other departments, and with the local schools, local courts and with local non-profit agencies.

REPORTS TO: County Board of Supervisors

CLASSIFICATIONS SUPERVISED: Directly or through subordinates, supervises all Department staff including Social Workers, Integrated Case Workers, Public Health Nurse, Environmental Health and Accounting Supervisor.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Provides leadership with a positive presence, demonstrates initiative and sound judgement, treats people with respect and is open and approachable.
- A history of successfully leading organizations through challenge and change.
- Assesses administrative and program needs and plans and oversees the implementation and administration of the programs to provide services to meet those needs.
- Implements the department operating policies and establishes procedures, and ensures compliance with all applicable federal, state and local laws and regulations.
- Supervises, trains, coordinates and evaluates the performance of personnel and as Appointing Authority is responsible for hiring, disciplinary action and dismissal of all personnel.
- An understanding of succession planning and staff development.
- Develops, implements and evaluates long-range management strategies and service objectives.
- Coordinates the department's activities with related federal, state, and local agencies to maximize revenue and eliminate duplication of services.
- Develops, implements, and monitors the Agency annual plans, cost reports, fiscal claims, and budgets necessary for operations.
- Represents the Agency at appropriate state and federal conferences and meetings related to the agency.
- Maintains communication with other County officials regarding ongoing issues.
- Evaluates the need for and oversees the purchase of equipment materials, and supplies in compliance with all legal purchasing provisions.
- Prepares administrative, fiscal, and technical reports as required, and makes presentations to the Board of Supervisors, and to other County officials or entities as may be required.
- Receives and responds to inquiries, concerns, and complaints regarding programs or administrative service.
- Serves on various committees, boards, and councils as appropriate as designated by the Board of Supervisors.
- Acts as a resource for other Department Directors and their staffs on County issues.
- Promotes a culture within Sierra County Health and Social Services that reflects the commitment to high quality and accessibility, and incorporates a focus upon operational efficiency and economy.

- Designs and implements operational efficiencies across the program areas within the Agency.
- Assures the County is receiving all funds to which it is entitled via federal, state, and local sources and that systems and procedures are in place to collect billings in a timely fashion.
- Assists in the solicitation of grant funds as may be directed by the Board of Supervisors.
- Responds to calls for CPS and APS call outs when necessary in the absence of other available staff.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to exert some physical effort such as walking, standing, and light lifting, sufficient dexterity in the use of fingers, limbs, and body in order to meet the ADA requirements for this position. Requires the ability to maintain effective audio-visual discrimination and perception as required for making observations and communicating with others.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; Continuous contact with the public and other staff; Travel by car to meetings or trainings.

DESIRABLE QUALIFICATIONS

The successful candidate shall meet the following related education and experience in Social Work, Social Science, Public Health Administration, or closely related field as follows:

Education:

- A Bachelor degree in related field (required)
- A Master's degree is highly desirable

Experience

- Five years of progressively responsible management experience in a public or non-profit agency providing health and social services
- Significant supervisory responsibility over professional staff
- Substantial relevant work experience with progressive advancement

Special Skills (preferred)

- Knowledge of principles and methods of management necessary to plan, analyze, develop, evaluate and direct the diverse and complex activities of the Agency.
- Knowledge of the principles and practices of contract administration, personnel management, budget preparation, fiscal analysis and program management.

- Knowledge of grant preparation and grant administration.
- Knowledge of federal and state local laws and regulations governing the operation of programs and funding mechanisms.
- Knowledge of modern office practices and equipment.
- Ability to direct County-wide, diverse and complex human service programs
- Ability to direct and supervise a diverse group of professionals to use independent judgment and discretion in supervising various programs.
- Ability to make sound educated decisions.
- Ability to maintain significant flexibility in daily operations and decision making
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to communicate effectively in written and oral form and to speak effectively in public.
- Ability to assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Ability to maintain effective working relationships with those contacted on the job.
- Ability to react calmly and professionally in emergency or stressful situations which representing the agency as the Public Information Officer in the event of a Public Health disaster.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring and retention.

Within six months of the date of hire, the Director will be required to live in the County or within one hour response time to the Loyalton or Downieville offices in order to be able to provide crisis services if needed.

Received and filed by: _____

County Clerk

_____ Date

Sierra County Job Classification

Class Title: Administrative Director of Behavioral Health

Status: At-Will Employment and Exempt

DEFINITION

The Director is responsible for the management and administration of Department of Behavioral Health. Responsibilities include the management and operations of Mental Health, Mental Health Services Act and Alcohol and Other Drug provided by the County through the Behavioral Health Agency and those programs associated with each sub department. The Director is responsible for the management oversight, but not limited to establishing protocols, policies and procedures applicable to all behavioral/mental health services staff and programs as it relates to the department and the developing Mental Health Plan. The Director is responsible for day to day operations, supervision and administration, including budget development and personnel recruitment, information technology systems, and asset management. The Director supervises the work of professional and administrative staff assigned to the respective program areas and activities in order to ensure compliance with all applicable local, state, and federal laws and regulations pertaining to Behavioral Health Agency.

DISTINGUISHING CHARACTERISTICS

This is the top management level position within the Behavioral Health requires knowledge of: (1) the principles and methods of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of the Behavioral Health Agency; (2) the principles and legal requirements for public contracting, personnel management, budget preparation, fiscal analysis, and program management; (3) federal, state, and local laws and regulations governing the operations of behavioral health services programs and funding mechanisms; (4) fundamentals of program requirements and strategies and implementation measures that have been proven successful in implementing mental health, alcohol and other drug and mental health services act programs; (5) modern office practices and equipment.

In addition the Director shall have the ability to (1) administer and supervise county-wide, diverse and complex programs; (2) use independent judgment and discretion in supervising various programs and to make sound decisions in daily operations; the ability to effectively read and interpret complex materials pertaining to the state and federal laws and regulations relating to the programs provided by the Agency; (3) to communicate effectively in written and oral forms; (4) to effectively administer budgets; (5) develop and subject to approval by the Board of Supervisors, (6) manage and supervise department

staff including hiring, discipline, and all aspects of personnel within the combined departments; (7) Work closely with the Board of Supervisors, other County officials and staff in other departments, and with the local schools, local courts and with local non-profit agencies.

REPORTS TO: County Board of Supervisors

CLASSIFICATIONS SUPERVISED: Directly or through subordinates, supervises all Department staff including Clinical Behavioral Health Director

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Provides leadership with a positive presence, demonstrates initiative and sound judgement, treats people with respect and is open and approachable.
- A history of successfully leading organizations through challenge and change.
- Assesses administrative and program needs and plans and oversees the implementation and administration of the programs to provide services to meet those needs.
- Implements the department operating policies and establishes procedures, and ensures compliance with all applicable federal, state and local laws and regulations.
- Supervises, trains, coordinates and evaluates the performance of personnel and as Appointing Authority is responsible for hiring, disciplinary action and dismissal of all personnel.
- An understanding of succession planning and staff development.
- Develops, implements and evaluates long-range management strategies and service objectives.
- Coordinates the department's activities with related federal, state, and local agencies to maximize revenue and eliminate duplication of services.
- Develops, implements, and monitors the Agency annual plans, cost reports, fiscal claims, and budgets necessary for operations.
- Represents the Agency at appropriate state and federal conferences and meetings related to the agency.
- Maintains communication with other County officials regarding ongoing issues.
- Evaluates the need for and oversees the purchase of equipment materials, and supplies in compliance with all legal purchasing provisions.
- Prepares administrative, fiscal, and technical reports as required, and makes presentations to the Board of Supervisors, and to other County officials or entities as may be required.
- Receives and responds to inquiries, concerns, and complaints regarding programs or administrative service.
- Serves on various committees, boards, and councils as appropriate as designated by the Board of Supervisors.
- Acts as a resource for other Department Directors and their staffs on County issues.
- Promotes a culture within Sierra County Behavioral Health that reflects the commitment to high quality and accessibility, and incorporates a focus upon

operational efficiency and economy.

- Designs and implements operational efficiencies across the program areas within the Agency.
- Assures the County is receiving all funds to which it is entitled via federal, state, and local sources and that systems and procedures are in place to collect billings in a timely fashion.
- Assists in the solicitation of grant funds as may be directed by the Board of Supervisors.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to exert some physical effort such as walking, standing, and light lifting, sufficient dexterity in the use of fingers, limbs, and body in order to meet the ADA requirements for this position. Requires the ability to maintain effective audio-visual discrimination and perception as required for making observations and communicating with others.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; Continuous contact with the public and other staff; Travel by car to meetings or trainings.

DESIRABLE QUALIFICATIONS

The successful candidate shall meet the following related education and experience in Behavioral Health Administration, or closely related field as follows:

Education:

- High School Diploma (with a Bachelor degree in a related field desired)

Experience

- Five years of progressively responsible management experience in a public or non-profit agency providing behavioral health and social services
- Significant supervisory responsibility over professional staff
- Substantial relevant work experience with progressive advancement

Special Skills (preferred)

- Knowledge of principles and methods of management necessary to plan, analyze, develop, evaluate and direct the diverse and complex activities of the Agency.
- Knowledge of the principles and practices of contract administration, personnel management, budget preparation, fiscal analysis and program management.

- Knowledge of grant preparation and grant administration.
- Knowledge of federal and state local laws and regulations governing the operation of programs and funding mechanisms.
- Knowledge of modern office practices and equipment.
- Ability to direct County-wide, diverse and complex human service programs
- Ability to direct and supervise a diverse group of professionals to use independent judgment and discretion in supervising various programs.
- Ability to make sound educated decisions.
- Ability to maintain significant flexibility in daily operations and decision making
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to communicate effectively in written and oral form and to speak effectively in public.
- Ability to assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Ability to maintain effective working relationships with those contacted on the job.
- Ability to react calmly and professionally in emergency or stressful situations.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring and retention.

Within six months of the date of hire, the Director will be required to live in the County or within one hour response time to the Loyalton or Downieville offices in order to be able to provide crisis services if needed.

Received and filed by: _____
County Clerk

_____ Date

Sierra County
Job Classification

Class Title: Clinical Director of Behavioral Health

Class Code: Mid Management

Status: Exempt & At Will

DEFINITION

Manages, coordinates and directs the work of professional and technical support staff responsible for Behavioral Health functions. Will work in coordination with Administrative Director of Behavioral Health to ensure services are delivered in a manner consistent the principles of Mental Health Plan and Mental Health Services Act Plans, Substance Abuse policies and law. This is an at-will exempt position.

DISTINGUISHING CHARACTERISTICS

This is a Mid-Management department director classification with overall responsibility, through subordinate managers, for the County's mental health and drug and alcohol program activities. Incumbent serves as the County Director of Behavioral Health in accordance with Section 620, Title 9 of the California Administrative Code. The incumbent is accountable for accomplishing Departmental and Agency goals and objectives, and for furthering County goals and objectives within general policy guidelines. The incumbent acts as the County Drug and Alcohol Program Administrator and may act as Acting Director in the absence of the Administrative Director of Behavioral Health or Health and Social Services Director.

REPORTS TO:

The incumbent reports to the Administrative Director of Behavioral Health.

CLASSIFICATIONS SUPERVISED:

Supervises all Behavioral Health staff.

- EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required)
- Plans, organizes, assigns, directs, reviews and evaluates Behavioral Health programs, services, and related activities
- Directs the selection, evaluation, training and development of departmental staff; interprets County policies and procedures to employees
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Behavioral Health department
- Personally performs complex and sensitive professional level work in any of the above areas
- Directs and reviews the work of contract consultants providing assistance in behavioral health functions
- Confers with and provides professional assistance to members of County departments on behavioral health matters
- Conducts or directs analytical studies of behavioral health activities; develops and reviews reports of findings, alternatives and recommendations
- Monitors developments related to behavioral health matters; evaluates their impact upon County operations and recommends and implements policy and procedural improvements
- Oversees the development and submission of the annual Department budget
- Evaluates and provides supervision to management staff, including annual performance evaluations
- Represents the county at various State meetings and annual conferences.
- Serves as a member of the Health and Human Services Agency management team
- Assures the County is receiving all funds to which it is entitled via federal, state, and local sources and that system and procedures are in place to collect billing in a timely fashion
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management, and employee supervision
- Federal, State and local laws and regulations affecting County Behavioral Health programs and services
- Objectives, goals and scope of services provided by local public and private behavioral health agencies and organizations
- Evidenced based assessment, prevention, and treatment practices
- Rehabilitation, psychology, social work and/or public health administration
- Drug and alcohol prevention and treatment programs
- Planning, organizing, assigning, directing, reviewing and evaluating County Behavioral and drug and alcohol program activities
- Selecting, training, motivating and evaluating assigned staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Interpreting and applying complex regulations, laws and directives
- Evaluating behavioral health programs and developing new or revised programs as necessary to meet the community's needs
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to areas of expertise
- Preparing, verifying, analyzing and reconciling complex reports and recommendations
- Exercising sound independent judgment within general policy guidelines

- Establishing and maintaining effective working relationships with those contacted in the course of work
- Representing the County effectively in meetings with others
- Preparing clear, concise, and competent reports, correspondence and other written materials
- Preparing and or directs the all Behavioral Health plans and reports required by funding sources, State, Federal or other, to be approved by the Administrative Behavioral Health Director and Board of Supervisors.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to exert some physical effort such as walking, standing, and light lifting, sufficient dexterity in the use of fingers, limbs, and body in order to meet the ADA requirements for this position. Requires the ability to maintain effective audio-visual discrimination and perception as required for making observations and communicating with others.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; Continuous contact with the public and other staff; Travel by car to meetings or trainings.

DESIRABLE QUALIFICATIONS

- A physician licensed in California as a psychiatrist with a minimum of one year of practice and one year of administrative experience.
 - (or)
- A psychologist licensed in California possessing a doctorate degree in psychology from an accredited university and three years of acceptable clinical psychology experience, two years of which shall be administrative experience.
 - (or)
- A clinical social worker possessing a master's degree in social work or higher and shall be a licensed clinical social worker and five years of mental health experience, two years of which shall have been administrative experience.
 - (or)
- A California licensed marriage, family, and child counselor who shall have a master's degree in an approved behavioral science course of study, and five years of mental health experience, two years of which shall have been administrative experience. (Refer to the California Code cited above for additional requirements that apply in meeting these minimum requirements).
 - (or)
- A nurse with possession of a master's degree in psychiatric or public health nursing and licensed as a registered nurse in California with five years mental health experience, two of which shall have been administrative experience. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements.
 - (or)
- An administrator with a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and three years' experience in hospital or health care administration, two of which shall have been in the mental health field. Additional qualifying experience may be substituted for

the required education on a year-for-year basis with the approval of the Department of Mental Health

- Graduate degree in related field or any combination of training and experience which would likely provide the required knowledge and abilities is qualifying and may substitute for education. 18 points
- Substantial related work experience with progressive advancement 20 points max
- Supervisory responsibility over professional and non-professional staff 10 points max
- Continuing Education 5 points max
- Professional Certification 10 points max

Special Skills

In addition, the successful candidate should possess the following knowledge and special skills:

- Strong leadership skills
- Effective team building skills
- Strong fiscal management skills
- Strategic planning skills
- Alcohol, drug, public health, and mental health, Social Services administration experience
- History of successful collaboration with other agencies
- Effective project management skills 4 points max

TOTAL POINTS 67 points

MINIMUM POINTS NEEDED 57 (85%)

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job related knowledge and skills.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license at the time of application and maintained throughout employment may be required for hiring and retention.

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A = Rarely (once or twice, or never performed)

E = Daily (from 0-1 hour per day)

B = Seldom (on a quarterly to yearly basis)

F = Daily (from 1-4 hours per day)

C = Occasionally (on a monthly/bi-monthly basis)

G = Daily (from 4-8 hours per day)

D = Frequently (on a weekly basis)

ACTIVITY			FREQUENCY							
			A	B	C	D	E	F	G	
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.			X					
2.	STOOPING	Bending body downward and forward by bending spine at waist.							X	
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.					X			
4.	CROUCHING	Bending the body downward and forward by bending legs and spine.					X			
5.	CRAWLING	Moving about on hands and knees or hands and feet.			X					
6.	REACHING	Extending hand(s) and arm(s) in any direction.							X	
7.	STANDING	Standing for long periods of time.					X			
8.	WALKING	Moving about on foot.							X	
9.	SITTING	Sits for extended periods of time.							X	
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	X							
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		X						
12.	FINGER DEXTERITY	Picking, pinching, typing or otherwise primarily working with fingers rather than the whole hand or arm.								X
13.	GRASPING	Applying pressure to an object with the fingers and palm.							X	
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature and texture by touching with skin.					X			
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.								X
16.	HEARING	Receive detailed information through oral communication.								X
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. (Exceeds that needed for ordinary locomotion and maintenance of body equilibrium)			X					

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A = Rarely (once or twice, or never performed)

E = Daily (from 0-1 hour per day)

B = Seldom (on a quarterly to yearly basis)

F = Daily (from 1-4 hours per day)

C = Occasionally (on a monthly/bi-monthly basis)

G = Daily (from 4-8 hours per day)

D = Frequently (on a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.						X	
2.	Work performed requires the ability to see at arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.					X		
4.	Work performed requires the use of both eyes (field of vision.)							X
5.	Work performed requires the ability to distinguish basic colors.						X	
6.	Work performed requires the ability to distinguish shades of color.		X					
7.	Work performed requires depth perception.						X	

OTHER FUNCTIONAL REQUIREMENTS:

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Operates truck, tractor, motor vehicle, forklift or other moving equipment					X		
2.	Repetitive use of foot control. right only				X			
	left only				X			
	both				X			
3.	Repetitive use of hands. right only						X	
	left only						X	
	both							X

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A = Rarely (once or twice, or never performed)

E = Daily (from 0-1 hour per day)

B = Seldom (on a quarterly to yearly basis)

F = Daily (from 1-4 hours per day)

C = Occasionally (on a monthly/bi-monthly basis)

G = Daily (from 4-8 hours per day)

D = Frequently (on a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.			X				
2.	Works inside.							X
3.	Works in extreme cold, below 32 degrees F, for more than one hour.	X						
4.	Works in extreme heat, above 100 degrees F, for more than one hour.	X						
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).	X						
6.	Works in excessive humidity.	X						
7.	Works in a dry atmosphere.	X						
8.	Works in environment with constant noise (to cause worker to shout to be heard).	X						
9.	Exposed to dust.	X						
10.	Exposed to silica.	X						
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and skin exposure).	X						
13.	Exposed to electrical energy.	X						
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals - air and/or skin exposure)	X						
16.	Works on slippery or uneven surfaces.	X						
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.						X	
19.	Works on ladders or scaffolding.	X						
20.	Works below ground.	X						
21.	Works with hands in water.	X						
22.	Works in confined spaces.	X						
23.	Other - specify							

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

ACTIVITY		WEIGHTS/HOURS PER DAY						# hrs. per day
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	
1.	LIFTING		X					< 1 HR.
2.	CARRYING		X					< 1 HR.
3.	PUSHING		X					< 1 HR.
4.	PULLING		X					< 1 HR.
5.	REACHING		X					< 1 HR.
6.	OTHER(Specify)							

Reviewed by:

Personnel Director Date

Auditor/Treasurer-Tax Date

Collector

Received and filed by:

County Clerk

Date