

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Transit Systems Manager
DEPARTMENT: Public Infrastructure
PHYSICAL DEMAND STRENGTH RATING: Sedentary/Light

DATE COMPLETED: June 2025
DIVISION: Transit

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.
This position has the day-to-day responsibility for the management and operation of Sonoma County Transit. Plans and conducts research and analysis to support the development and enhancement of county-wide transit systems, as well as related highway, air, rail, and other transportation networks. Areas of focus include developing and coordinating routing patterns, fare structures, travel behaviors, cost assessments, financial requirements, potential funding sources, and other relevant factors. Also investigates current business trends and legislative developments affecting transit operations and the broader public transportation industry.	1	C	Computer, phone		Essential	
Oversees the creation of transit and transportation plans and evaluates the costs related to implementing changes in travel patterns for both passengers and freight.	2	F	Computer, phone		Essential	

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Evaluates problems, challenges, and costs associated with both public and private sectors, assessing the expected impacts on existing transit, highway, air, rail, and other transportation operations.	3	C	Computer, phone		Essential	
Collaborates with cities, transit and transportation providers, county departments, and other public and private entities to plan and implement the most efficient current and future transit and transportation systems.	4	F	Computer, phone		Essential	
Identifies and obtains funding for transit development and related transportation projects from state and federal agencies.	5	O	Computer, phone		Essential	
Develops detailed written reports and grant proposals for review by policy-making bodies and funding agencies.	6	F	Computer, phone		Essential	
Develops and implements procedures for carrying out approved public transportation systems, including setting travel patterns, designing cost-effective financing and fare structures, coordinating county-wide transportation networks, and managing related administrative functions.	7	F	Computer, phone		Essential	
Conducts negotiations with potential contractors for the operation of public transit services and facilities; manages contract operations for transit/paratransit systems.	8	C	Computer, phone		Essential	
Ensures public transit system operations adhere to approved plans, policies, and contractual agreements.	9	C	Computer, phone		Essential	
Manages the development and operation of a ride-sharing program, including conducting surveys and analyzing public needs and feedback.	10	O	Computer, phone		Essential	
Chooses, trains, supervises, assigns tasks to, and evaluates the performance of subordinate employees. Participates in the recruitment process for transit staff and is involved in disciplinary actions concerning transit personnel.	11	C	Computer, phone		Essential	
Aids in the preparation of budgets for assigned functions and monitors programs and operations to ensure compliance with the approved budget and long-term financial plans.	12	F	Computer, phone		Essential	
Travels to and represents the county in meetings with groups and organizations to explain the development of new or modified county-wide transit and transportation systems; addresses public complaints related to transit and transportation issues.	13	O	Computer, phone	Valid CA Class "C" Driver's License	Essential	

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Keeps the Director of Public Infrastructure and Deputy Director of Transportation and Operations informed about developments and activities within the assigned division.	14	C	Computer, phone		Essential	
Travel as needed to various sites to perform inspections to ensure compliance and quality assurance.	15	O		Valid CA Class "C" Driver's License		

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	1-15	F			
2 Walking	1-15	O			
3 Running	n/a	N			
4 Standing	1-15	O			
5 Bending-Neck	1-3, 11	O			
6 Bending-Waist	1-3, 11	O			
7 Squatting	1-3, 11	O			
8 Climbing	n/a	N			
9 Kneeling	1-3, 11	O			
10 Crawling	n/a	N			
11 Twisting (neck)	1-3, 11	O			
12 Twisting (waist)	1-3, 11	O			
13 Repetitive Hand Use	1-3, 11	O			
14 Simple Grasping-Right Hand	1-3, 11	O			
15 Simple Grasping-Left Hand	1-3, 11	O			
16 Power Grasping-Right Hand	1-3, 11	O			
17 Power Grasping-Left Hand	1-3, 11	O			
18 Fine Manipulation-Right Hand	1-3, 11	O			
19 Fine Manipulation-Left Hand	1-3, 11	O			
20 Pushing and Pulling (right hand)	1-3, 11	O			
21 Pushing and Pulling (left hand)	1-3, 11	O			
22 Reaching (above shoulder level)	1-3, 11	O			
23 Reaching (below shoulder level)	1-3, 11	O			
24 Lifting-up to 10 lbs.	1-3, 11	O			
25 Lifting-11-25 lbs.	1-3	O			
26 Lifting-26-50 lbs.	n/a	N			
27 Lifting 51-75 lbs.	n/a	N			
28 Lifting 76-100 lbs.	n/a	N			
29 Lifting 100 + lbs.	n/a	N			
30 Carrying 0-10 lbs.	1-3, 11	O			
31 Carrying 11-25 lbs.	1-3	O			
32 Carrying 26-50 lbs.	n/a	N			
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	1-15	C			
2 Functional color vision, normal or corrected	1-15	O			
3 Functional night vision, normal or corrected	1-15	O			
4 Functional hearing, normal or corrected	1-15	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	C			
5 Required to train and/or lead other staff	F			
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	F			
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	C			
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)	F			
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)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	O			
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.)	O			
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	F			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
28 Proximity to moving vehicles or objects	F			
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)	F			
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:				

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.