REQUEST FOR PROPOSAL

FOR

MEDICAL/INDUSTRIAL CLINIC

RFP No. 1163

Costa Mesa

Human Resource Department

CITY OF COSTA MESA

Released on December 19, 2013
MEDICAL/INDUSTRIAL CLINIC
REQUEST FOR PROPOSAL (RFP)

Dear Proposers:

The City of Costa Mesa (hereinafter referred to as “City”) is requesting proposals from a qualified public entity or private firm, to establish a contract for Medical/Industrial Clinic services. The term is expected to be for three (3) years with two (2) one-year options to renew. Longer initial and extended terms will be considered depending upon the Proposer’s submission regarding use of City facilities and equipment.

1. BACKGROUND

The City of Costa Mesa is a general law city, which operates under the council/manager form of government with a General Fund budget of over $98 million and a total of over $109 million of fiscal year 2012-2013.

The City of Costa Mesa, incorporated in 1953, has an estimated population of 110,757 and has a land area of 16.8 square miles. It is located in the southern coastal area of Orange County, California, and is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley and Irvine.

The City is a “full service city” and provides a wide range of services. These services include: police and fire protection; animal control; emergency medical aid; building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational and cultural programs.

The City of Costa Mesa is home of the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater and the South Coast Plaza Shopping Center, which is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza, secures its place as the highest volume regional shopping center in the nation.

2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td>December 19, 2013</td>
</tr>
<tr>
<td>Deadline for Written Questions</td>
<td>January 3, 2014</td>
</tr>
<tr>
<td>Responses to Questions Posted on Web</td>
<td>January 10, 2014</td>
</tr>
<tr>
<td>Proposals are Due</td>
<td>January 21, 2014 @ 10:00am</td>
</tr>
<tr>
<td>Site Visits (if held)</td>
<td>Week of February 10, 2014</td>
</tr>
<tr>
<td>Interview (if held)</td>
<td>Week of February 17, 2014</td>
</tr>
<tr>
<td>Approval of Contract (Tentative)</td>
<td>March 14, 2014</td>
</tr>
</tbody>
</table>

All dates are subject to change at the discretion of the City.
3. **SCOPE OF WORK**

Contractor shall provide the City of Costa Mesa’s (City’s) employees and applicant’s for employment with medical evaluations services in connection to pre-employment examinations, evaluation and treatment of workers’ compensation injuries and illnesses and other evaluations as required. Contractor must perform all services in compliance with applicable regulations including but not limited to the Division of Workers’ Compensation, US Department of Transportation, CA Department of Motor Vehicles, Cal OSHA, California Commission on Police Officer Standards and American with Disabilities Act.

**SCOPE OF WORK**

I. **Industrial Medical Services**

- Provide assessment and treatment services as an independent contractor in accordance with the Medical Treatment Utilization Schedule (MTUS) mandated by the Division of Workers’ Compensation, and other evidence based medical guidelines. The physicians must be licensed in California and undergone training in the new mandated medical utilization treatment guidelines, utilization review, apportionment statutes and permanent disability rating using the American Medical Association Guides to the Evaluation of Permanent Impairment, latest edition. There must be access to physicians to discuss all examinations, disability periods and treatment for work related injury/illness.

- Provide medical reports and invoices for payment within the time frame as specified in the California Code of Regulations, Title 8, Section 9785 and comply with reporting requirements as requested by City or TPA.

- Work closely with the City to return injured employees to full duty or light duty assignment at the earliest possible time after the work-related injury.

- Referral of injured workers to specialists who are Board Certified with prior approval by the City, TPA and/or by the City’s Utilization Review vendor pursuant to the requirements of the utilization review statutes. The City reserves the right to refer employees to a medical specialist of the City’s or TPA’s choice.

- Track injured employees’ treatment and disability status.

- Medical monitoring and modified duty evaluations.

- First aid and exposure evaluations.

- Return to work evaluations.

- Onsite physician visits.

- Fitness for Duty evaluations.

- Identify permanent disability/impairments.
o Manage medical records in compliance with all applicable regulations.

o Cooperate fully with the City on any matter arising out of a Workers’ Compensation Appeals Board or related lawsuit.

II. Non-Industrial Medical Services

o Pre-Employment Physicals: The Contractor will conduct all pre-employment examinations per Medical Examination Component profiles provided by City’s identified Medical Reviewer. Clinic shall submit all pre-employment examination information to City’s medical reviewer for evaluation. Clinic shall adhere to timelines and deadlines as established by the medical reviewer. Exams may include the following components: (The City’s current medical examination profiles and approximate annual amount are attached for reference in Appendix G)

- Job Profile/Specification Review
- Medical History Questionnaire Review
- General physical examination to include (vital sign check, physician exam, range of motion exam, sight screening)
- Audiogram
- PPD (TB) Skin Test
- Chest X-Ray
- Pulmonary Function Test
- Treadmill Stress Test
- OSHA Respirator Questionnaire Review
- Venipuncture
- Urinalysis

o Drug Testing – The City utilizes a separate vendor for random drug and alcohol testing on DOT regulated employees. However, the Contractor may be asked to perform DOT drug testing when the City’s vendor is not available. The Contractor will perform DOT regulated pre-employment and reasonable suspicion and observed drug testing (approximately 10 per year). The City also requires random drug testing for probationary Fire Department employees (approximately 10 per year). The City’s Drug & Alcohol Policy pursuant to the Department of Transportation is attached.

o Department of Motor Vehicles Driver’s License Examinations: The Contractor will perform all drivers licensing medical evaluations in compliance with all applicable regulations as required by the U.S. Department of Transportation and the California Department of Motor Vehicles (approximately 45 per year).

o Executive Physicals: Provide bi-annual physicals to City’s executive employees (approximately 5 per year). Exams may include the following components:
- Medical History Questionnaire Review
- General physical examination to include (vital sign check, physician exam, range of motion exam, sight screening)
- Chest X-Ray
- Pulmonary Function Test
- Treadmill Stress Test
- EKG with Interpretation
- Urinalysis
- Audiogram
- Blood testing – Cholesterol and Glucose
- Males: Prostate Exam and PSA blood test (over age 45)
- Females: Pap Smear, Pelvic Exam and Mammography (every other year over 40; every year over 50)

- Safety Physicals: Provide physicals to City’s safety employees (approximately 10 per year). Exams may include the following components:
  - Medical History Questionnaire Review
  - General physical examination to include (vital sign check, physician exam, range of motion exam, sight screening)
  - Chest X-Ray
  - Pulmonary Function Test
  - Treadmill Stress Test
  - EKG with Interpretation
  - Urinalysis
  - Audiogram
  - Blood testing – CBC & SMAC
  - Males: Prostate Exam and PSA blood test (over age 45)
  - Females: Pap Smear, Pelvic Exam and Mammography (every other year over 40; every year over 50)

- OSHA Respirator Medical Questionnaire and Evaluation: The Contractor will evaluate completed Respirator Medical Evaluation Questionnaires (approximately 10 per year) and conduct related physical examinations when required (approximately 10 per year) in compliance with all applicable regulations as required by OSHA.

- Vaccines: Administer vaccines including hepatitis, DTAP and flu shots to employees when requested (approximately 75 per year).

- Other non-industrial services: The Contract may conduct return to work, fitness, fitness for duty or reasonable accommodation evaluations related to non-industrial injuries.
PAYMENT:

**Industrial Services:** The cost of such services provided to City employees related to industrial injuries will be paid to the clinic per state workers’ compensation fee schedules. These payments will be made by the City’s Third Party Administrator for Workers’ Compensation (TPA).

**Non Industrial Services:** The City requests that fees for services listed be quoted per service. Payments for pre-employment physicals may be made by the City’s Medical Reviewer.

LOCATION:

The Contractor’s main facility utilized for evaluations listed in the proposal must be located within a 10 mile radius of Costa Mesa City Hall. If an employee or candidate would be required to travel to more than one location for evaluation, please describe the distance of the other locations (ex. walking distance, one mile from main facility).

TRANSITION PLAN:

The City requests that proposals include a plan for transition of services/records from the City’s current provider. This plan should include a detailed timeline.

4. PROPOSAL FORMAT GUIDELINES

Interested entities or contractors are to provide the City of Costa Mesa with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following proposal sections are to be included in the Proposer’s response:

- **Vendor Application Form and Cover Letter**
  
  Complete Appendix A, “Request for Proposal-Vendor Application Form” and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor’s office located nearest to Costa Mesa, California and the office from which the project will be managed.

- **Background and Project Summary Section**
The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

- **Methodology Section**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

1. An implementation plan that describes in detail (i) the methods, including controls by which your firm or entity manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.

2. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.

3. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.

4. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, the City will consider proposals that offer alternative service delivery means and methods for the services desired.

6. Firms, public entities and individuals wishing to be considered shall include in their submissions the steps they will, if selected, implement and adhere to for the recruitment, hiring and retention of former employees of the City who have been or may be displaced due to layoff or outsourcing of functions and services formerly provided by the City.

7. Proposers are also requested to identify any City owned facilities or property which Proposer would propose to use or lease, purchase, or rent from the City in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such equipment and facilities, and how this proposed structure affects the overall cost proposal to the City.
• **Staffing**

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual.\(^1\) Include a resume for each designated individual.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

• **Qualifications**

The information requested in this section should describe the qualifications of the firm or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.

A summary of your firm’s or entity’s demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.

For private Proposers, provide at least three references that received similar services from your firm. The City of Costa Mesa reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address.

Any public entity which submits a proposal should describe in detail how it currently performs services like those identified in the scope of work within its or other jurisdictions, including photographs, written policies and/or video of services provided. If you have performed these services under contract for another public entity, please provide references for those entities as set forth above for private Proposers.

• **Financial Capacity**

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the City to reasonably formulate a determination about the financial capacity of the Proposer. Describe
any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer.

- **Fee Proposal**

All Proposers are required to use the form in Appendix D to be submitted with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

- **Disclosure**

Please disclose any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee. *Any past or current business relationship may not disqualify the firm from consideration.*

- **Sample Agreement**

The firm selected by the City will be required to execute an Agreement for Services (Agreement) with the City. The form of the Agreement is enclosed as Appendix B, but may be modified to suit the specific services and needs of the City. If a Proposer has any exceptions or conditions to the Agreement, these must be submitted for consideration with the proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement. See Section 13, below.

- **Checklist of Forms to Accompany Proposal**

As a convenience to Proposers, following is a list of the forms, included as appendices to this RFP, which should be included with proposals

(1) Vendor Application Form
(2) Ex Parte Communications Certificate
(2) Price Proposal Form
(3) Disclosure of Government Positions
(4) Disqualifications Questionnaire

5. **PROCESS FOR SUBMITTING PROPOSALS**

- **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposal format guidelines.
• **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

• **Number of Proposals**

Submit one original, Five (5) hard copies plus one disk copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. In the event of a conflict between the original and any hard copy or disk copy, the original shall control.

• **Submission of Proposals**

Complete written proposals must be submitted in sealed envelopes marked and received no later than 10:00 a.m. (P.S.T) on January 21, 2014 to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

City of Costa Mesa  
City Hall  
Office of the City Clerk  
77 Fair Drive  
Costa Mesa, CA 92628-1200  
RE: Medical/Industrial Clinic

• **Inquiries**

*Questions about this RFP must be directed in writing no later than January 3, 2014, via e-mail:*

Kim Wilson, RFP Facilitator  
Kim.Wilson@Costamesaca.gov

The City reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Costa Mesa Procurement Registry, Costa Mesa - Official City Web Site - Business - Bids & RFP's; Proposers should check this web page daily for new information. The City will endeavor to answer all written questions timely received no later than January 10, 2014. The City reserves the right not to answer all questions.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above regarding this RFP. The City reserves the right to reject any proposal for violation
of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

- **Conditions for Proposal Acceptance**

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any proposal. All proposals will become the property of the City of Costa Mesa, USA. If any proprietary information is contained in the proposal, it should be clearly identified.

6. **EVALUATION CRITERIA**

The City’s evaluation and selection process will be conducted in accordance with Chapter V, Article 2 of the City's Municipal Code (Code). In accordance with the Code, the lowest responsible bidder will be determined based on evaluation of qualitative factors in addition to price. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

1. Qualifications of Entity and Key Personnel------25%

Includes ability to provide the requested scope of services, the Proposer’s financial capacity, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.

2. Approach to Providing the Requested Scope of Services------10%

Includes an understanding of the RFP and of the project's scope of services, knowledge of applicable laws and regulations related to the scope of services.

3. Price Proposal------40%

Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted in Appendix D.

4. Quality and Aesthetic Appeal of Medical Facilities. Also Innovative and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities ----25%

7. **EVALUATION OF PROPOSALS AND SELECTION PROCESS**

In accordance with its Municipal Code, the City will adhere to the following procedures in evaluating proposals. An Evaluation/Selection Committee (Committee), which may include members of the City's staff and possibly one or more outside experts, will screen and review all proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.
A. **Responsiveness Screening**

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

B. **Initial Proposal Review**

The Committee will initially review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any proposal in which a Proposer’s approach, qualifications, or price is not considered acceptable by the City. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the lowest responsible bidder. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection.

C. **Interviews, Reference Checks, Revised Proposals, Discussions**

Following the initial screening and review of proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for week of February 10, 2014 and will be conducted at City of Costa Mesa City Hall, 77 Fair Drive, Costa Mesa, CA 92628. This date is subject to change. The individual(s) from Proposer's firm or entity that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the proposal.

In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer’s references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer’s services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the lowest responsible bidder. The City may recommend award without Best and Final Offers, so Proposers should include their best proposal with their initial submission.
Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

8. PROTEST PROCEDURES

Failure to comply with the rules set forth herein may result in rejection of the protest. Protests based upon restrictive specifications or alleged improprieties in the proposal procedure which are apparent or reasonably should have been discovered prior to receipt of proposals shall be filed in writing with the RFP Facilitator at least 10 calendar days prior to the deadline for receipt of proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon alleged improprieties that are not apparent or which could not reasonably have been discovered prior to submission date of the proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to the RFP Facilitator, within forty-eight hours from receipt of the notice from the City advising of staff’s recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The RFP Facilitator will respond to the protest in writing at least three days prior to the meeting at which staff’s recommendation to the City Council will be considered. Should Proposer decide to appeal the response of the RFP Facilitator, and pursue its protest at the Council meeting, it will notify the RFP Facilitator of its intention at least two days prior to the scheduled meeting.

9. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the proposals following the evaluation process at such time as a recommendation is made to the City Council.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer’s competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire proposal as confidential nor designate its Price Proposal as confidential.

Submission of a proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer’s request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but
not limited to attorney’s fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

10. **EX PARTE COMMUNICATIONS**

Proposers and Proposers’ representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers’ representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Proposers shall include the Ex Parte Communications form (Appendix C) with their proposals certifying that they have not had or directed prohibited communications as described in this section.

11. **CONFLICT OF INTEREST**

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

12. **DISCLOSURE OF GOVERNMENTAL POSITION**

In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached “Disclosure of Government Positions Form.” (See Appendix F.)
13 CONDITIONS TO AGREEMENT, IF ANY.

The selected Proposer will execute an Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as Appendix B to this RFP, which may be modified by City. All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement.

*The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist.* Submittal of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement for Services unless the Proposer includes with its proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement. In accordance with the Municipal Code, the City may consider the scope and number of conditions in evaluation proposals and determining the lowest responsible bidder.

14. DISQUALIFICATION QUESTIONNAIRE

Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation. See Appendix E.

15. STANDARD TERMS AND CONDITIONS

**Amendments**

The City reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments and additional information will be posted to the Costa Mesa Procurement Registry, [Costa Mesa - Official City Web Site - Business - Bids & RFP's](https://www.costamesa.org/); Proposers should check this web page daily for new information.

**Cost for Preparing Proposal**

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City.

**Insurance Requirements**

City requires that licensees, lessees, and vendors have an *approved* Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful
Proposer must furnish the City with the Certificates of Insurance proving coverage as specified within Appendix B.
APPENDIX A
REQUEST FOR PROPOSAL

Medical/Industrial Clinic

VENDOR APPLICATION FORM

TYPE OF APPLICANT:  ☐ NEW  ☐ CURRENT VENDOR

Legal Contractual Name of Corporation: ______________________________________

Contact Person for Agreement: ________________________________________________

Corporate Mailing Address: ____________________________________________________

City, State and Zip Code: _____________________________________________________

E-Mail Address: _________________________

Phone: ________________________     Fax: ________________________

Contact Person for Proposals: ________________________________________________

Title:______________________________  E-Mail Address: ______________________

Business Telephone: _________________________  Business Fax: ________________

Is your business: (check one)

☐ NON PROFIT CORPORATION       ☐ FOR PROFIT CORPORATION

Is your business: (check one)

☐ CORPORATION       ☐ LIMITED LIABILITY PARTNERSHIP

☐ INDIVIDUAL       ☐ SOLE PROPRIETORSHIP

☐ PARTNERSHIP       ☐ UNINCORPORATED ASSOCIATION
**Names & Titles of Corporate Board Members**  
(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

<table>
<thead>
<tr>
<th>Names</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Federal Tax Identification Number: __________________________________________

City of Costa Mesa Business License Number: _____________________________

(If none, you must obtain a Costa Mesa Business License upon award of contract.)

City of Costa Mesa Business License Expiration Date: __________________________
THIS AGREEMENT is made and entered into this ______ day of January, 2014 (“Effective Date”), by and between the CITY OF COSTA MESA, a municipal corporation (“City”), and Golden Star Technology, Inc., a California corporation (“Consultant”).

WITNESSETH:

A. WHEREAS, City proposes to have Consultant provide desktop implementation services as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit “A” (the “Project”) and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Proposal attached hereto as Exhibit “A” and incorporated herein by this reference.
1.2. **Professional Practices.** All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. **Performance to Satisfaction of City.** Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his designee. If the quality of work is not satisfactory, City in its discretion has the right to:

   (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

   (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

   (c) Terminate the Agreement as hereinafter set forth.

1.4. **Warranty.** Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers’ compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys’ fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant’s performance under this Agreement.

1.5. **Non-discrimination.** In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code.

1.6. **Non-Exclusive Agreement.** Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.
1.7. **Delegation and Assignment.** This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant’s sole cost and expense.

1.8. **Confidentiality.** Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

### 2.0. COMPENSATION AND BILLING

2.1. **Compensation.** Consultant shall be paid in accordance with the pricing set forth in Exhibit A. Consultant’s total compensation shall in no case exceed ____________________.

2.2. **Additional Services.** Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. **Method of Billing.** Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City’s sole satisfaction. City shall pay Consultant’s invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as “Additional Services” and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. **Records and Audits.** Records of Consultant’s services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

### 3.0. TIME OF PERFORMANCE

3.1. **Commencement and Completion of Work.** The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.
3.2. **Excusable Delays.** Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. **TERM AND TERMINATION**

4.1. **Term.** This Agreement shall commence on the Effective Date and continue for a period of ____________ unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. **Notice of Termination.** The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. **Compensation.** In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City’s written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.

4.4. **Documents.** In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City’s sole risk and without liability or legal expense to Consultant.

5.0. **INSURANCE**

5.1. **Minimum Scope and Limits of Insurance.** Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated “A,” Class X, or better in the most recent Best’s Key Insurance Rating Guide, and approved by City:

   (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket
contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.

(b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.

(c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

(d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. **Endorsements.** The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

(a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."

(b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City.

(c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the
insurance provided by this policy."

(d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.

(e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

5.3. **Deductible or Self Insured Retention.** If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. **Certificates of Insurance.** Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance shall be attached hereto as Exhibit “B” and incorporated herein by this reference.

5.5. **Non-limiting.** Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. **GENERAL PROVISIONS**

6.1. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. **Representatives.** The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.
6.3. **Project Managers.** City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. **Notices.** Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

CONSULTANT
Address
City, State
Tel:
Attn:

IF TO CITY:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Tel: 714-754-5618
Fax: 714-754-5002
Attn: Purchasing Department

6.5. **Drug-free Workplace Policy.** Consultant shall provide a drug-free workplace by complying with all provisions set forth in City’s Council Policy 100-5, attached hereto as Exhibit “C” and incorporated herein by reference. Consultant’s failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. **Attorneys’ Fees.** In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys’ fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.
6.7. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. **Assignment.** Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. **Indemnification and Hold Harmless.** Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City’s specifications or Consultant’s Proposal, which shall be of no force and effect.

6.10. **Independent Contractor.** Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to
indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker’s compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant’s failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.11. **PERS Eligibility Indemnification.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.12. **Cooperation.** In the event any claim or action is brought against City relating to Consultant’s performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.13. **Ownership of Documents.** All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys’ fees, arising out of or resulting from City’s use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.14. **Public Records Act Disclosure.** Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors,
pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 et seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.15. **Conflict of Interest.** Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant’s services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, et seq.) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. **Responsibility for Errors.** Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City’s representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.17. **Prohibited Employment.** Consultant will not employ any regular employee of City while this Agreement is in effect.

6.18. **Order of Precedence.** In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.19. **Costs.** Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.20. **No Third Party Beneficiary Rights.** This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental
beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.21. **Headings.** Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.22. **Construction.** The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.23. **Amendments.** Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.24. **Waiver.** The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.25. **Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.26. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.27. **Corporate Authority.** The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF COSTA MESA,
A municipal corporation

__________________________________  Date:  __________________________
Chief Executive Officer

CONSULTANT

__________________________________  Date:  __________________________
Signature

__________________________________
Name and Title

__________________________________
Social Security or Taxpayer ID Number
APPROVED AS TO FORM:

__________________________________  Date:  __________________________
City Attorney

APPROVED AS TO INSURANCE:

__________________________________  Date:  __________________________
Risk Management

APPROVED AS TO CONTENT:

__________________________________  Date:  __________________________
Project Manager
EXHIBIT A

CONSULTANT’S PROPOSAL
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>POLICY NUMBER</th>
<th>EFFECTIVE DATE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRUG-FREE WORKPLACE</td>
<td>100-5</td>
<td>8-8-89</td>
<td>1 of 3</td>
</tr>
</tbody>
</table>

**BACKGROUND**

Under the Federal Drug-Free Workplace Act of 1988, passed as part of omnibus drug legislation enacted November 18, 1988, contractors and grantees of Federal funds must certify that they will provide drug-free workplaces. At the present time, the City of Costa Mesa, as a sub-grantee of Federal funds under a variety of programs, is required to abide by this Act. The City Council has expressed its support of the national effort to eradicate drug abuse through the creation of a Substance Abuse Committee, institution of a City-wide D.A.R.E. program in all local schools and other activities in support of a drug-free community. This policy is intended to extend that effort to contractors and grantees of the City of Costa Mesa in the elimination of dangerous drugs in the workplace.

**PURPOSE**

It is the purpose of this Policy to:

1. Clearly state the City of Costa Mesa’s commitment to a drug-free society.

2. Set forth guidelines to ensure that public, private, and nonprofit organizations receiving funds from the City of Costa Mesa share the commitment to a drug-free workplace.

**POLICY**

The City Manager, under direction by the City Council, shall take the necessary steps to see that the following provisions are included in all contracts and agreements entered into by the City of Costa Mesa involving the disbursement of funds.

1. Contractor or Sub-grantee hereby certifies that it will provide a drug-free workplace by:

   a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor’s and/or sub-grantee’s workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibition;

   b. Establishing a Drug-Free Awareness Program to inform employees about:

      1. The dangers of drug abuse in the workplace;
2. Contractor’s and/or sub-grantee’s policy of maintaining a drug-free workplace;

3. Any available drug counseling, rehabilitation and employee assistance programs; and

4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by subparagraph A;

d. Notifying the employee in the statement required by subparagraph 1 A that, as a condition of employment under the contract, the employee will:

1. Abide by the terms of the statement; and

2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

e. Notifying the City of Costa Mesa within ten (10) days after receiving notice under subparagraph 1 D 2 from an employee or otherwise receiving the actual notice of such conviction;

f. Taking one of the following actions within thirty (30) days of receiving notice under subparagraph 1 D 2 with respect to an employee who is so convicted:

1. Taking appropriate personnel action against such an employee, up to and including termination; or

2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health agency, law enforcement, or other appropriate agency;
3. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>POLICY NUMBER</th>
<th>EFFECTIVE DATE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRUG-FREE WORKPLACE</td>
<td>100-5</td>
<td>8-8-89</td>
<td>3 of 3</td>
</tr>
</tbody>
</table>

g. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive

2. Contractor and/or sub-grantee shall be deemed to be in violation of this Policy if the City of Costa Mesa determines that:

   a. Contractor and/or sub-grantee has made a false certification under paragraph 1 above;

   b. Contractor and/or sub-grantee has violated the certification by failing to carry out the requirements of subparagraphs 1 A through 1 G above;

   c. Such number of employees of Contractor and/or sub-grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the contractor and/or sub-grantee has failed to make a good faith effort to provide a drug-free workplace.

3. Should any contractor and/or sub-grantee be deemed to be in violation of this Policy pursuant to the provisions of 2 A, B, and C, a suspension, termination or debarment proceeding subject to applicable Federal, State, and local laws shall be conducted. Upon issuance of any final decision under this section requiring debarment of a contractor and/or sub-grantee, the contractor and/or sub-grantee shall be ineligible for award of any contract, agreement or grant from the City of Costa Mesa for a period specified in the decision, not to exceed five (5) years. Upon issuance of any final decision recommending against debarment of the contractor and/or sub-grantee, the contractor and/or sub-grantee shall be eligible for compensation as provided by law.
EXHIBIT C

CERTIFICATES OF INSURANCE
APPENDIX C
EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. Only sign one statement.

I certify that Proposer and Proposer’s representatives have not had any communication with a City Councilmember concerning the Medical/Industrial Clinic RFP at any time after December 19, 2013

________________________________

OR

I certify that Proposer or Proposer’s representatives have communicated after December 19, 2013 with a City Councilmember concerning the Medical/Industrial Clinic RFP. A copy of all such communications is attached to this form for public distribution.

________________________________
APPENDIX D
PRICING PROPOSAL

MEDICAL/INDUSTRIAL CLINIC

Provide estimated annual pricing in accordance with the City’s current requirements, as set forth in section 3 Scope of Work. Also provide your firm’s proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, “annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor’s website at www.bls.gov.)

ITEMIZED PRICING PROPOSAL FORM – NEXT PAGE
# PRICING PROPOSAL FORM

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT COST</th>
<th>QTY Aprx.</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Pre-Employment Physicals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.1</td>
<td>Job Profile/Specification Review</td>
<td>$</td>
<td>45</td>
<td>$</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Medical History Questionnaire Review</td>
<td>$</td>
<td>45</td>
<td>$</td>
</tr>
<tr>
<td>1.1.3</td>
<td>General physical examination to include (vital sign check,</td>
<td>$</td>
<td>40</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>physician exam, range of motion exam, sight screening)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.4</td>
<td>Audiogram</td>
<td>$</td>
<td>15</td>
<td>$</td>
</tr>
<tr>
<td>1.1.5</td>
<td>PPD (TB) Skin Test</td>
<td>$</td>
<td>75</td>
<td>$</td>
</tr>
<tr>
<td>1.1.6</td>
<td>Chest X-Ray</td>
<td>$</td>
<td>25</td>
<td>$</td>
</tr>
<tr>
<td>1.1.7</td>
<td>Pulmonary Function Test</td>
<td>$</td>
<td>10</td>
<td>$</td>
</tr>
<tr>
<td>1.1.8</td>
<td>Treadmill Stress Test</td>
<td>$</td>
<td>5</td>
<td>$</td>
</tr>
<tr>
<td>1.1.9</td>
<td>OSHA Respirator Questionnaire Review</td>
<td>$</td>
<td>15</td>
<td>$</td>
</tr>
<tr>
<td>1.1.10</td>
<td>Venipuncture</td>
<td>$</td>
<td>25</td>
<td>$</td>
</tr>
<tr>
<td>1.1.11</td>
<td>Urinalysis</td>
<td>$</td>
<td>60</td>
<td>$</td>
</tr>
<tr>
<td>2.1</td>
<td>Drug Testing</td>
<td>$</td>
<td>20</td>
<td>$</td>
</tr>
<tr>
<td>3.1</td>
<td>DMV Driver's License Examinations</td>
<td>$</td>
<td>45</td>
<td>$</td>
</tr>
<tr>
<td>4.1</td>
<td>Executive Physicals</td>
<td>$</td>
<td>5</td>
<td>$</td>
</tr>
<tr>
<td>5.1</td>
<td>Safety Physicals</td>
<td>$</td>
<td>10</td>
<td>$</td>
</tr>
<tr>
<td>6.1</td>
<td>OSHA Respirator Medical Questionnaire &amp; Evaluation</td>
<td>$</td>
<td>20</td>
<td>$</td>
</tr>
<tr>
<td>7.1</td>
<td>Vaccines</td>
<td>$</td>
<td>75</td>
<td>$</td>
</tr>
<tr>
<td>8.1</td>
<td>Other Non-industrial Services</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL**

| Total Estimated Annual Price | $ |


COMPLIANCE CHECKLIST

For each Item & Minimum Requirement, indicate “yes” or “no” in the corresponding column marked “Comply”. If you do not meet the Item/Minimum Requirement, indicate NO and in the column marked “Exception/Alternative” provide an explanation as to why you don’t meet the requirement. Any deviations from the minimum requirements must be clearly presented on the table or in an attached letter. If no exceptions are taken, the City of Costa Mesa will expect and require complete compliance with the specifications. The “Exception” column might also include the City’s request for specific information. Where information is requested, please provide a response.

<table>
<thead>
<tr>
<th>ITEM &amp; MINIMUM REQUIREMENT</th>
<th>COMPLY?</th>
<th>VENDOR EXCEPTION/ALTERNATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Provide assessment and treatment services as an independent contractor in accordance with the Medical Treatment Utilization Schedule (MTUS) mandated by the Division of Workers’ Compensation, and other evidence based medical guidelines. The physicians must be licensed in California and undergone training in the new mandated medical utilization treatment guidelines, utilization review, apportionment statutes and permanent disability rating using the American Medical Association Guides to the Evaluation of Permanent Impairment, latest edition. There must be access to physicians to discuss all examinations, disability periods and treatment for work related injury/illness.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.2 Provide medical reports and invoices for payment within the time frame as specified in the California Code of Regulations, Title 8, Section 9785 and comply with reporting requirements as requested by City or TPA.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.3 Work closely with the City to return injured employees to full duty or light duty assignment at the earliest possible time after the work-related injury.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.4 Referral of injured workers to specialists who are Board Certified with prior approval by the City, TPA and/or by the City’s Utilization Review vendor pursuant to the requirements of the utilization review statutes. The City reserves the right to refer employees to a medical specialist of the City’s or TPA’s choice.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.5 Track injured employees’ treatment and disability status.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.6 Medical monitoring and modified duty evaluations.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.7 First aid and exposure evaluations.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.8 Return to work evaluations.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.9 Onsite physician visits.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.10 Fitness for Duty evaluations.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.11 Identify permanent disability/impairments.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.12 Manage medical records in compliance with all applicable regulations.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>1.13 Cooperate fully with the City on any matter arising out of a Workers’ Compensation Appeals Board or related lawsuit.</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>
DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes ______ No ______

If the answer is yes, explain the circumstances in the following space.
APPENDIX F
DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."
APPENDIX G
MEDICAL EXAM COMPONENT PROFILE  
August 1992

JOB CLASS: ANIMAL CONTROL OFFICER  
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- **X** Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- **X** Complete Medical History Questionnaire.
- **X** Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- **X** Authorization For Release of Information From Medical Record Form
- **X** General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

  Audiometric testing - with OSHA approved sound booth

  TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

- **X** TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- **X** Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- **X** Occu-Panel D (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- **X** Range of Motion - Back Exam.
- Drug Testing.

---

**NOTE:** Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: CENTRAL SERVICES SUPERVISOR
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- Complete Medical History Questionnaire.
- Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- Authorization For Release of Information From Medical Record Form
- General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.
- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- Range of Motion - Back Exam.
- Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
**OCCU-MED JOB PROFILE**  
August 2003

**JOB CLASS:** Central Services Supervisor  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>4.0</td>
<td>Lift/move/deliver boxes of paper</td>
<td>1. EXPOSURE TO THE SUN: 10% to 50% of work time spent outside a building and exposed to the sun.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>5.0</td>
<td>Bend to lift boxes of paper to place on shelves</td>
<td>2. WORK ABOVE THE FLOOR LEVEL: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>4.5</td>
<td>Load supplies on shelves</td>
<td>3. HIGH TEMP: Considerable work time in light and moderate work in temperatures above 80 degrees.</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>6.0</td>
<td>Lift/move/deliver boxes of paper</td>
<td></td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>4.0</td>
<td>Lift boxes of paper to shelf</td>
<td></td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>3.8</td>
<td>Walk up stairs to different offices to obtain supplies</td>
<td></td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>5.0</td>
<td>Bend to lift boxes of paper to place on shelves</td>
<td></td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>4.0</td>
<td>Sort and merge documents</td>
<td></td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.5</td>
<td>Carry boxes into tight spaces</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.3</td>
<td>Stand on stool to place stock on shelves</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.5</td>
<td>Load paper into copiers</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.0</td>
<td>Sort/merge/collate documents</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Leaf through/ sort/merge/collate documents</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>6.0</td>
<td>Read/sort mail</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>4.5</td>
<td>Drive from location to location to obtain supplies</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>4.0</td>
<td>Match colors in ink shop</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>5.0</td>
<td>Detect problems with copier by noise</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.0</td>
<td>Walk from location to location to deliver paper</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>4.5</td>
<td>Lift/move/deliver boxes of paper</td>
<td></td>
</tr>
</tbody>
</table>

**RESPIRATOR USE**  
Required?  No
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: CHIEF ELECTRICAL INSPECTOR
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

☐ Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

☐ Complete Medical History Questionnaire.

☐ Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

☐ Authorization For Release of Information From Medical Record Form

☐ General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

☐ Audiometric testing - with OSHA approved sound booth

☐ TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

☐ TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

☐ Chest X-Ray (PA).

☐ Chest X-Ray (PA & LAT).

☐ Pulmonary Function (Forced vital capacity and forced expiratory volume).

☐ Resting EKG (12-lead).

☐ Stress EKG (treadmill per Bruce protocol – 12 METS required).

☐ Occu-Panel C (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)

☐ Hepatitis B & C Virus Screening.

☐ Urinalysis - Gross & Microscopic.

☐ Range of Motion - Back Exam.

☐ Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE
## August 2003

**JOB CLASS:** Chief Electrical Inspector  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>2.0</td>
<td>Climb up/down ladders/stairs to complete inspections</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>3.5</td>
<td>Reach off of ladders to make inspections</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>3.5</td>
<td>Bend over walls to inspect</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>4.0</td>
<td>Carry tools to site to make inspections</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>3.0</td>
<td>Pick up tools for inspection</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>4.5</td>
<td>Climb ladders to make inspections</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>4.0</td>
<td>Bend over walls to make inspections</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>4.5</td>
<td>Drive from site to site to make inspections</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.0</td>
<td>Walk throughout worksite making inspections</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.8</td>
<td>Make inspections from ladder/on roofs</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.0</td>
<td>Write/type reports</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>3.5</td>
<td>Use tools to make inspections</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>4.8</td>
<td>Read maps/blueprints/schematics</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.0</td>
<td>Make inspection observations from road</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.5</td>
<td>Detect difference in color of wiring</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.0</td>
<td>Communicate at inspection sites</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.0</td>
<td>Make inspections at various sites</td>
</tr>
<tr>
<td>19. Effort</td>
<td>3.5</td>
<td>Climb up/down ladders/stairs to complete inspections</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. EXPOSURE TO THE SUN: 50% to 100% work time spent outside a building and exposed to the sun.
2. WORK ABOVE FLOOR LEVEL: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. HIGH TEMP: Considerable work time in light and moderate work in temperatures above 80 degrees.
4. WETNESS: More than 10% of the work time getting part or all of the body and/or clothing wet.
5. NOISE: Occasionally there is pronounced strain or vibration.
6. SLIPPERY SURFACES: Occasional work on unusually slippery surfaces.
7. OIL: Some parts of the body in contact with oil or grease occasionally.
8. INJURY POTENTIAL: Frequent possibility of bodily injury.
9. BURNS: Possibility of superficial burns.
11. DUST: Works in or around areas with major amounts of dust.
12. HAZARDOUS MATERIALS: Exposure is a regular part of the job.
13. COMMON ALLERGEN EXPOSURES: Frequent exposure to common allergy-causing agents.
14. IRREGULAR OR EXTENDED WORK HOURS: Occasionally required to change working hours or work overtime.

**RESPIRATOR USE**  
Required? No
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: CODE ENFORCEMENT OFFICER
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- X Complete Medical History Questionnaire.
- X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- X Authorization For Release of Information From Medical Record Form
- X General Physical Examination:
  b. Physician's Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician's summary, including comments related to job requirements.

- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- X Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- X Range of Motion - Back Exam.
- Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Code Enforcement Officer  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>3.0</td>
<td>Walk throughout large area of property to make inspections</td>
<td>1. EXPOSURE TO SUN: 10% to 50% of work time spent outside a building and exposed to the sun.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>3.3</td>
<td>Reach to inspect smoke detectors</td>
<td>2. WORK ABOVE FLOOR LEVEL: Some work done on ladders, scaffolds, or other equipment more than 12 feet above the ground.</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>3.3</td>
<td>Lift/carry code compliance equipment/tools</td>
<td>4. NOISE: Occasionally there are unusually loud sounds.</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>DNN</td>
<td>Do Not Need</td>
<td>5. SLIPPERY SURFACES: Occasional work on slippery surfaces.</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>3.5</td>
<td>Walk throughout property to make inspections</td>
<td>6. DUST: Works in or around areas with minor amounts of dust present.</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>3.0</td>
<td>Drive to/from inspection sites</td>
<td>7. COMMON ALLERGEN EXPOSURES: Infrequent exposure to common allergy-causing agents.</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>DNN</td>
<td>Do Not Need</td>
<td>8. IRREGULAR OR EXTENDED WORK HOURS: Occasionally required to change working hours or work overtime.</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>3.0</td>
<td>Walk throughout property to make inspections</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.0</td>
<td>Take photos of property when inspecting</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.0</td>
<td>Use computer/mouse to generate reports</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.0</td>
<td>Make visual inspections of property from vehicle</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.5</td>
<td>Distinguish colors for property descriptions</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.0</td>
<td>Converse on telephone with co-workers</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.5</td>
<td>Walk throughout property to make inspections</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>3.0</td>
<td>Walk throughout large area of property to make inspections</td>
<td></td>
</tr>
</tbody>
</table>

**Respirator Use Required? No**
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: COMBINATION INSPECTOR
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- X Complete Medical History Questionnaire.
- X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- X Authorization For Release of Information From Medical Record Form
- X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- Occu-Panel C (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- X Range of Motion - Back Exam.
- Drug Testing.

NOTE:
Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Combination Inspector  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>2.3</td>
<td>Climb up/down ladders/stairs to complete inspections</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>3.5</td>
<td>Bend over to inspect flooring</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>4.5</td>
<td>Crawl under floors to complete inspections</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>4.0</td>
<td>Carry tools to site to make inspection</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>4.0</td>
<td>Pick up tools for inspection</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>4.5</td>
<td>Climb ladders to make inspections</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>4.0</td>
<td>Bend to make inspections on flooring</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>4.5</td>
<td>Drive from site to site to make inspections</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.0</td>
<td>Walk throughout worksite making inspections</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.8</td>
<td>Make inspections from ladder/on uneven terrain</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.5</td>
<td>Write/type reports</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>3.5</td>
<td>Use flashlight and clipboard to make inspections</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>4.8</td>
<td>Read maps/blueprints/schematics</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.0</td>
<td>Complete line sight analysis on roads</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.5</td>
<td>Detect different in color of wiring</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.5</td>
<td>Listen for alarms/air flows</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.0</td>
<td>Make inspections at various sites</td>
</tr>
<tr>
<td>19. Effort</td>
<td>3.5</td>
<td>Climb up/down ladders/stairs to complete inspections</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **EXPOSURE TO THE SUN:** 50% to 100% work time spent outside a building and exposed to the sun.
2. **WORK ABOVE FLOOR LEVEL:** Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. **HIGH TEMP:** Considerable work time in light and moderate work in temperatures above 80 degrees.
4. **WETNESS:** More than 10% of the work time getting part or all of the body and/or clothing wet.
5. **NOISE:** Occasionally there is pronounced strain or vibration.
6. **SLIPPERY SURFACES:** Occasional work on unusually slippery surfaces.
7. **OIL:** Some parts of the body in contact with oil or grease occasionally.
8. **INJURY POTENTIAL:** Frequent possibility of bodily injury.
9. **BURNS:** Possibility of superficial burns.
10. **ELECTRICAL HAZARDS:** Potential electrical shock exposure.
11. **DUST:** Works in or around areas with major amounts of dust.
12. **HAZARDOUS MATERIALS:** Exposure is a regular part of the job.
13. **COMMON ALLERGEN EXPOSURES:** Frequent exposure to common allergy-causing agents.
14. **IRREGULAR OR EXTENDED WORK HOURS:** Occasionally required to change working hours or work overtime.

**RESPIRATOR USE**

Required? **No**
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: COMMUNICATIONS INSTALLER
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

X Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Communications Installer  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>4.0</td>
<td>Lift large spools of cable</td>
<td>1. WORK ABOVE FLOOR LEVEL: Some work done on ladders, scaffolds, or other equipment from 4 to 12 feet above the ground.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>3.5</td>
<td>Reach to pull cable through ceiling</td>
<td>2. CONFINED OR CRAMPED BODY POSITIONS: Occasional work in confined or cramped positions less than 1/3 of the time.</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>4.5</td>
<td>Pull cables through ceiling/conduit</td>
<td></td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>3.5</td>
<td>Lift equipment/spools of cable</td>
<td></td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>3.0</td>
<td>Tighten/remove fasteners</td>
<td></td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>4.0</td>
<td>Climb ladders to reach cable</td>
<td></td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>4.3</td>
<td>Bend to pull cable under floors</td>
<td></td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>3.5</td>
<td>Catch falling items</td>
<td></td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.0</td>
<td>Climb poles to attach cables</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.5</td>
<td>Pull cable from ladder</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>4.8</td>
<td>Solder wires</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>3.5</td>
<td>Use hand tools to repair equipment</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>3.0</td>
<td>Tighten/loosen nuts/bolts</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>4.5</td>
<td>Read electrical drawings</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>3.8</td>
<td>Trace wiring in ceiling</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.0</td>
<td>Detect different color of wiring</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.5</td>
<td>Hear radio communications</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>4.5</td>
<td>Walk to/from jobs from building to building</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>4.0</td>
<td>Lift large spools of cable</td>
<td></td>
</tr>
</tbody>
</table>

**RESPIRATOR USE Required? No**
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: COMMUNICATIONS OFFICER
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

   Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

Hemoglobin & Hematocrit (H&H).

Complete Blood Count.

Blood Chemistry Panel (do not include STD).

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Communications Officer  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>2.0</td>
<td>Lift/carry files</td>
<td>1. IRREGULAR OR EXTENDED WORK HOURS: Occasionally required to change working hours or work overtime.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>2.5</td>
<td>Reach for files</td>
<td></td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>2.0</td>
<td>Lift/carry files</td>
<td></td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>2.5</td>
<td>Climb in/out of chairs</td>
<td></td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.0</td>
<td>Complete reports</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>3.5</td>
<td>Reach for files; use computer to complete reports</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>6.0</td>
<td>Read penal code</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>3.5</td>
<td>Communicate with callers/coworkers</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>3.0</td>
<td>Walk throughout station from area to area</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>2.0</td>
<td>Lift/carry files</td>
<td></td>
</tr>
</tbody>
</table>

**RESPIRATOR USE**  
**Required?** No.
MEDICAL EXAM COMPONENT PROFILE
CREATED JANUARY 2011

EMPLOYER: CITY OF COSTA MESA
JOB CLASS: CUSTODY OFFICER

THE FOLLOWING ARE THE RECOMMENDED ACTIVITIES AND TESTS, WHICH SHOULD BE COMPLETED FOR THIS JOB CLASS. THESE MEDICAL EVALUATION COMPONENTS ARE BASED ON MINIMUM REQUIREMENTS FOR A JOB-RELATED MEDICAL EVALUATION.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Occu-Med History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form.

X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Range of Motion: back exam.
  d. Sight screening – near, far, depth, color, and peripheral.
  e. Physician’s summary, including comments related to job requirements.

X Audiogram with OSHA Approved Sound Booth (800 – 8000Hz).

X PPD (TB) Skin Test.

X Chest X-Ray (PA) with Interpretation.

X Pulmonary Function Test with Interpretation.

X Treadmill Stress Test with Interpretation (Bruce Protocol – 12 METS; 85% Maximum Predicted Heart Rate).

X OSHA Respirator Questionnaire.

X Venipuncture (Use MEDTOX collection supplies provided by Occu-Med) includes the following:

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Test Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Occu-Panel E</td>
<td>12729</td>
</tr>
<tr>
<td>b. Hepatitis B &amp; C Virus Screen</td>
<td>19130</td>
</tr>
</tbody>
</table>

X Urine Collection (Use MEDTOX collection supplies provided by Occu-Med) includes the following:

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Test Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Urinalysis – Gross and Microscopic</td>
<td>1705</td>
</tr>
</tbody>
</table>

NOTE: PLEASE SUBMIT ALL COMPONENTS TO OCCU-MED IMMEDIATELY BY FAX TO 559-435-7200 UPON COMPLETION OF EXAM. EXAM RESULTS SHOULD THEN BE MAILED TO: OCCU-MED, 2121 W. BULLARD AVE., FRESNO, CA 93711.
## OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Custody Officer  
**EMPLOYER:** City of Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>6.0</td>
<td>Physical altercation with inmates</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>5.5</td>
<td>Reach to grab inmate while breaking up fight</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>5.3</td>
<td>Use defense tactics while fighting with inmates</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>6.0</td>
<td>Lift/carry inmates to cells</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>6.0</td>
<td>Subdue combative inmates and separate</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>2.5</td>
<td>Walk throughout jail and climbing stairs</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>5.0</td>
<td>Carry uncooperative inmates to cell</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>5.5</td>
<td>Defend self during fight with inmates</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>5.0</td>
<td>Physical altercation with inmates</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>5.0</td>
<td>Wrestle with inmates during altercations</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.0</td>
<td>Type reports</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>5.0</td>
<td>Use wrist locks on inmates</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>5.5</td>
<td>Read code books</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.0</td>
<td>View inmates on monitors</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>4.0</td>
<td>Identify inmate by color of clothing</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.5</td>
<td>Listen for inmates in distress</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>4.5</td>
<td>Walk throughout jail checking on inmates</td>
</tr>
<tr>
<td>19. Effort</td>
<td>6.0</td>
<td>Physical altercation with inmates</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **EXPOSURE TO THE SUN:** 10% to 50% of work time spent outside a building and exposed to the sun.
2. **WORK ABOVE FLOOR LEVEL:** Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. **HIGH TEMP:** Considerable work time in light and moderate work in temperatures above 80 degrees.
4. **WETNESS:** Occasional work requires getting part or all of the body and/or clothing wet.
5. **NOISE:** Occasionally there are unusually loud sounds.
6. **SLIPPERY SURFACES:** Frequent work on unusually slippery surfaces.
7. **INJURY POTENTIAL:** Frequent possibility of bodily injury.
8. **DUST:** Works in or around areas with major amounts of dust.
9. **HAZARDOUS MATERIALS:** Exposure is a regular part of the job.
10. **IRREGULAR OR EXTENDED WORK HOURS:** Frequently required to change working hours or work overtime.

**RESPIRATOR USE**  
**Required? No**
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: COMMUNITY SERVICE SPECIALIST
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- Complete Medical History Questionnaire.
- Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- Authorization For Release of Information From Medical Record Form
- General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.
- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- Occu-Panel C (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- Range of Motion - Back Exam.
- Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

August 2003

**JOB CLASS:** Community Service Specialist  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>4.0</td>
<td>Lift property in/out of vehicle</td>
<td>1. WORK ABOVE FLOOR LEVEL: Some work done on ladders, scaffolds, or other equipment from 4 to 12 feet above the ground.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>5.3</td>
<td>Bend to lay out traffic flares</td>
<td>2. HIGH TEMP: Considerable work time in light and moderate work in temperatures above 80 degrees.</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>3.0</td>
<td>Direct traffic with hands/arms</td>
<td>3. WETNESS: Frequent work requires getting part or all of the body and/or clothing wet.</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>5.0</td>
<td>Lift bikes/cones/property from vehicle to building</td>
<td>4. NOISE: Occasionally there are unusually loud sounds.</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>5.0</td>
<td>Lift property in/out of vehicle</td>
<td>5. INJURY POTENTIAL: Infrequent possibility of bodily injury.</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>4.3</td>
<td>Climb in/out of vehicle at crime scene</td>
<td>6. EXPLOSIVES: Work with explosives.</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>4.0</td>
<td>Pick up property at crime scene</td>
<td>7. DUST: Works in or around areas with minor amounts of dust or dirt.</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>4.0</td>
<td>Drive throughout city to crime scenes</td>
<td>8. IRREGULAR OR EXTENDED WORK HOURS: Occasionally required to change working hours or work overtime.</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.5</td>
<td>Walk through traffic while directing</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>3.5</td>
<td>Climb stairs to retrieve property</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.8</td>
<td>Write/type reports</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.3</td>
<td>Lay out traffic flares</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.5</td>
<td>Write/type reports</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>5.0</td>
<td>Read reports on computer screen</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.3</td>
<td>Direct traffic</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.5</td>
<td>Describe vehicle by color</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.0</td>
<td>Hear sirens/oncoming traffic</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.3</td>
<td>Walk throughout area to direct traffic</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>5.0</td>
<td>Lift property in/out of vehicle</td>
<td></td>
</tr>
</tbody>
</table>

**RESPIRATOR USE**  
Required? No
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: CONSTRUCTION INSPECTOR/CHIEF
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

X Occu-Panel C (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

*August 2003*

**JOB CLASS:** Construction Inspector/Chief  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>3.5</td>
<td>Climb up/down hills to complete inspections</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>3.5</td>
<td>Remove grade stakes to inspect</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>3.0</td>
<td>Climb up ladders to complete inspections</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>4.0</td>
<td>Lift manhole covers to make inspections</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>3.0</td>
<td>Jump over trenches while performing inspections</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>4.5</td>
<td>Climb ladders to make inspections</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>4.0</td>
<td>Bend to make inspections on footings</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>4.8</td>
<td>Hammer grade stakes/forming pins into ground</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.0</td>
<td>Walk throughout worksite making inspections</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.5</td>
<td>Make inspections from ladder/on uneven terrain</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.5</td>
<td>Write/type reports</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.5</td>
<td>Nail tags on inspection points</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>4.8</td>
<td>Read maps/blueprints/schematics</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.0</td>
<td>Complete line sight analysis on roads</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.0</td>
<td>Detect different in color of markings on road</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.5</td>
<td>Detect compaction of dirt by sound of compactor</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.0</td>
<td>Make inspections at various sites</td>
</tr>
<tr>
<td>19. Effort</td>
<td>4.0</td>
<td>Climb up/down excavations to complete inspections</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **EXPOSURE TO THE SUN:** 50% to 100% work time spent outside a building and exposed to the sun.
2. **WORK ABOVE FLOOR LEVEL:** Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. **HIGH TEMP:** Considerable work time in light and moderate work in temperatures above 80 degrees.
4. **WETNESS:** More than 10% of the work time getting part or all of the body and/or clothing wet.
5. **NOISE:** Occasionally there is pronounced strain or vibration.
6. **SLIPPERY SURFACES:** Occasional work on unusually slippery surfaces.
7. **OIL:** Some parts of the body in contact with oil or grease occasionally.
8. **INJURY POTENTIAL:** Frequent possibility of bodily injury.
9. **BURNS:** Possibility of superficial burns.
10. **ELECTRICAL HAZARDS:** Potential electrical shock exposure.
11. **DUST:** Works in or around areas with major amounts of dust.
12. **HAZARDOUS MATERIALS:** Exposure is a regular part of the job.
13. **COMMON ALLERGEN EXPOSURES:** Frequent exposure to common allergy-causing agents.
14. **IRREGULAR OR EXTENDED WORK HOURS:** Occasionally required to change working hours or work overtime.

**RESPIRATOR USE**  
Required? No
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: ELECTRONICS TECHNICIAN
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

X Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Electronics Technician  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>4.5</td>
<td>Lift large spools of wire</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>3.5</td>
<td>Reach to pull wire through ceiling</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>4.0</td>
<td>Pull wires through ceiling/conduit</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>4.5</td>
<td>Lift large pieces of equipment from floor to table</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>3.0</td>
<td>Pull wire through conduit</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>4.0</td>
<td>Climb ladders to reach wiring</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>4.5</td>
<td>Lean over to wire equipment</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>3.5</td>
<td>Repair equipment with hand tools</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.0</td>
<td>Climb ladders with tools to make repairs</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.0</td>
<td>Pull wire from ladder</td>
</tr>
<tr>
<td>11. Arm-Hand steadiness</td>
<td>5.0</td>
<td>Solder wires</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>3.5</td>
<td>Use hand tools to repair equipment</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>3.0</td>
<td>Tighten/loosen nuts/bolts</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>4.5</td>
<td>Read electrical drawings</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>3.8</td>
<td>Trace wiring in ceiling</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.0</td>
<td>Detect different color of wiring</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.3</td>
<td>Hear radio communications</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>4.5</td>
<td>Walk to/from jobs from building to building</td>
</tr>
<tr>
<td>19. Effort</td>
<td>4.5</td>
<td>Lift large spools of wire</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **WORK ABOVE FLOOR LEVEL:** Some work done on ladders, scaffolds, or other equipment from 4 to 12 feet above the ground.

2. **CONFINED OR CRAMPED BODY POSITIONS:** Occasional work in confined or cramped positions less than 1/3 of the time.

3. **WETNESS:** Frequent work requires getting part or all of the body and/or clothing wet.

4. **NOISE:** Occasionally there are unusually loud sounds.

5. **INJURY POTENTIAL:** Infrequent possibility of bodily injury.

6. **DUST:** Works in or around areas with major amounts of dust present.

7. **IRREGULAR OR EXTENDED WORK HOURS:** Occasionally required to change working hours or work overtime.

**RESPIRATOR USE**

Required? No
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: ENGINEERING TECHNICIAN
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
   b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
   c. Dipstick Urinalysis-blood, glucose, protein.
   d. Sight screening - near, far, depth, color, and peripheral.
   e. Gross hearing test – with headset.
   f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Ches X-Ray (PA).

Ches X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

X Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
## OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Engineering Technician  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>3.0</td>
<td>Walk up/down hills to make field surveys</td>
<td>1. EXPOSURE TO SUN: 50% to 100% of work time spent outside a building and exposed to the sun.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>2.5</td>
<td>Reach to set up traffic counters</td>
<td>2. HIGH TEMP: Considerable work time in light and moderate work in temperatures above 80 degrees,</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>3.0</td>
<td>Walk and climb to conduct manual traffic counts</td>
<td>3. WETNESS: Infrequent work requires getting part or all of the body and/or clothing wet.</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>3.5</td>
<td>Lift/carry traffic signal equipment</td>
<td>4. NOISE: Occasionally there are unusually loud sounds.</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>4.5</td>
<td>Jump out of way of oncoming traffic</td>
<td>5. SLIPPERY SURFACES: Occasional work on unusually slippery surfaces.</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>3.5</td>
<td>Climb up/down hills to make field surveys</td>
<td>6. INJURY POTENTIAL: Infrequent possibility of bodily injury.</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>5.5</td>
<td>Avoid being struck by traffic</td>
<td>8. COMMON ALLEGEN EXPOSURES: Infrequent exposure to common allergy-causing agents.</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>3.0</td>
<td>Maneuver through busy traffic to make field surveys</td>
<td>9. IRREGULAR OR EXTENDED WORK HOURS: Occasionally work beyond normal hours.</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>3.0</td>
<td>Climb up/down hills to make field surveys</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>2.5</td>
<td>Hold survey rod stable</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>3.0</td>
<td>Operate survey tools</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>5.5</td>
<td>Read codes/reports</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>3.5</td>
<td>Make field surveys</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.5</td>
<td>Prepare presentation graphics</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>5.0</td>
<td>Hear oncoming traffic</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>4.5</td>
<td>Walk throughout sites to make field surveys</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>3.0</td>
<td>Walk up/down hills to make field surveys</td>
<td></td>
</tr>
</tbody>
</table>

**RESPIRATOR USE**  
Required? No
MEDICAL EXAM COMPONENT PROFILE  
December 2003

JOB CLASS: EQUIPMENT MECHANIC/LEAD
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- X Complete Medical History Questionnaire.
- X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- X Authorization For Release of Information From Medical Record Form
- X General Physical Examination:
  b. Physician's Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician's summary, including comments related to job requirements.

- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- X Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- X Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- X Range of Motion - Back Exam.
- X Drug Testing (DOT, only when requested by employer).

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
OCCU-MED JOB PROFILE
August 2003

JOB CLASS: Equipment Mechanic/Lead
EMPLOYER: Costa Mesa

Physical Ability | Rating | Most Demanding Essential Tasks | Environmental Factors
--- | --- | --- | ---
1. Stamina | 3.0 | Change multiple truck tires | 1. EXPOSURE TO SUN: Less than 10% of work time spent outside a building and exposed to the sun.
2. Extent Flexibility | 5.5 | Change equipment filters in tight spaces | 2. WORK ABOVE FLOOR LEVEL: Some work done on ladders, scaffolds, or other equipment up to 12 feet above the ground.
3. Dynamic Flexibility | 3.5 | Lubricate fittings on equipment | 3. HIGH TEMP: Considerable work time in light and moderate work in temperatures above 90 degrees.
4. Static Strength | 5.0 | Lift/move large tires/equipment throughout garage | 4. CONFINED OR CRAMPED BODY POSITIONS: Occasional work in confined or cramped positions less than 1/3 of the time.
5. Explosive Strength | 4.5 | Loosen stuck filters/plugs | 5. WETNESS: Frequent work requires getting part or all of the body and/or clothing wet.
6. Dynamic Strength | 5.0 | Climb ladders/on/off equipment to make repairs | 6. NOISE: Frequently there are unusually loud sounds.
7. Trunk Strength | 4.5 | Change oil filter under equipment | 7. OIL: Frequent contact with oil or grease.
8. Speed of Limb Movement | 4.0 | Avoid falling machinery parts | 8. SLIPPERY SURFACES: Frequent work on slippery surfaces.
9. Gross Body Coordination | 4.0 | Remove large parts from equipment for repairs | 9. INJURY POTENTIAL: Frequent possibility of bodily injury.
10. Gross Body Equilibrium | 3.8 | Repair heavy equipment on slippery surfaces | 10. DUST: Works in or around areas with major amounts of dust present.
11. Arm-Hand Steadiness | 4.0 | Place parts in equipment | 11. IRREGULAR OR EXTENDED WORK HOURS: Occasionally required to change working hours or work overtime.
12. Manual Dexterity | 4.5 | Install filters/parts on equipment |
13. Finger Dexterity | 4.0 | Install drain plugs on equipment |
14. Near Vision | 4.8 | View fluid levels on equipment |
15. Far Vision | 2.8 | Locate replacement parts on shelves |
16. Visual Color Discrimination | 2.8 | Detect problems with different colors of fluids |
17. Hearing | 5.0 | Detect problems with machinery by sound |
18. Mobility | 4.0 | Walk throughout shop to locate supplies |
19. Effort | 5.3 | Change multiple truck tires |

RESPIRATOR USE
Required? Dust mask
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: FIRE PROTECTION ANALYST/SPECIALIST
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- Complete Medical History Questionnaire.
- Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- Authorization For Release of Information From Medical Record Form
- General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.
- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- Occu-Panel C (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- Range of Motion - Back Exam.
- Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
**OCCU-MED JOB PROFILE**  
*August 2003*

**JOB CLASS:** Fire Protection Analyst/Specialist  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>2.0</td>
<td>Climb stairs to make inspections</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>2.5</td>
<td>Reach materials off of ladders during inspections</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>2.0</td>
<td>Sort boxes of material</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>3.0</td>
<td>Lift/move boxes of plans</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>3.0</td>
<td>Move ladders</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>3.5</td>
<td>Climb ladders to make inspections</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>3.0</td>
<td>Lift boxes of plans</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>4.5</td>
<td>Drive vehicle from location to location to make inspections</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>3.5</td>
<td>Walk throughout crowded site to make inspections</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>3.0</td>
<td>Examine location from ladder</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>2.0</td>
<td>Light candle on flame test</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>2.0</td>
<td>Sort materials during inspections</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>5.0</td>
<td>Read fire code</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>3.5</td>
<td>Locate discrepancies during inspection</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.0</td>
<td>Detect color of wiring/signs</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.0</td>
<td>Take notes during a lecture</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>4.5</td>
<td>Make inspections at multiple sites</td>
</tr>
<tr>
<td>19. Effort</td>
<td>3.0</td>
<td>Lift boxes of plans</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **EXPOSURE TO SUN:** 50% to 100% of work time spent outside a building and exposed to the sun.
2. **WORK ABOVE FLOOR LEVEL:** Some work done on ladders, scaffolds, or other equipment more than 12 feet above the ground.
3. **HIGH TEMP:** Considerable work time in light and moderate work in temperatures above 80 degrees.
4. **WETNESS:** Frequent work requires getting part or all of the body and/or clothing wet.
5. **NOISE:** Occasionally there are unusually loud sounds.
6. **DUST:** Works in or around areas with major amounts of dust present.
7. **REGULAR OR EXTENDED WORK HOURS:** Occasionally required to change working hours or work overtime.

RESPIRATOR USE Required? Dust mask.
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: FIREFIGHTER/PARAMEDIC/CAPTAIN
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
  b. Physician's Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test - with headset.
  f. Physician's summary, including comments related to job requirements.

X Audiometric testing - with OSHA approved sound booth

X TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

X Chest X-Ray (PA).

X Chest X-Ray (PA & LAT).

X Pulmonary Function (Forced vital capacity and forced expiratory volume).

X Resting EKG (12-lead).

X Stress EKG (treadmill per Bruce protocol – 12 METS required).

X Occu-Panel E (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)

X Hepatitis B & C Virus Screening.

X Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

X Drug Testing (Non DOT).

---------------------------

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
**OCCU-MED JOB PROFILE**  
August 2003

**JOB CLASS:** Firefighter/Paramedic/Captain  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Stamina</td>
<td>6.3</td>
<td>Advance charged hose line; pull down ceilings; vent roof with ax</td>
<td>1. EXPOSURE TO SUN: 10% to 50% of work time spent outside a building and exposed to the sun.</td>
</tr>
<tr>
<td>2.  Extent Flexibility</td>
<td>6.0</td>
<td>Rescue victim from confined space; vent roof from ladder</td>
<td>2. WORK ABOVE FLOOR LEVEL: Some work done from ladders, scaffolds, rigging, etc. more than 12 feet above the floor.</td>
</tr>
<tr>
<td>3.  Dynamic Flexibility</td>
<td>5.8</td>
<td>Vent roof with ax; pull down ceilings; perform CPR</td>
<td>3. HIGH TEMP: Considerable work time in hard manual labor work in temperatures above 90 degrees.</td>
</tr>
<tr>
<td>4.  Static Strength</td>
<td>6.5</td>
<td>Lift/carry/drag victims away from burning building</td>
<td>4. CONFINED OR CRAMPED BODY POSITIONS: Occasional work in confined or cramped positions less than 1/3 of the time.</td>
</tr>
<tr>
<td>5.  Explosive Strength</td>
<td>5.5</td>
<td>Knock down doors to rescue victims</td>
<td>5. WETNESS: More than 10% of the work time involves getting part of any part of the body wet.</td>
</tr>
<tr>
<td>6.  Dynamic Strength</td>
<td>4.0</td>
<td>Climb ladders to fight fires</td>
<td>6. NOISE: Occasionally there are unusually loud sounds.</td>
</tr>
<tr>
<td>7.  Trunk Strength</td>
<td>4.8</td>
<td>Lift gurneys; drag victims from fire</td>
<td>7. SLIPPERY SURFACES: Frequent work on unusually slippery surfaces.</td>
</tr>
<tr>
<td>8.  Speed of Limb Movement</td>
<td>6.0</td>
<td>Drive fire engine during code 3 emergency</td>
<td>8. BURNS: Possibility of second degree burns or third degree burns.</td>
</tr>
<tr>
<td>9.  Gross Body Coordination</td>
<td>5.5</td>
<td>Rescue victim from confined space; vent roof from ladder</td>
<td>9. INJURY POTENTIAL: Frequent possibility of bodily injury.</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>5.3</td>
<td>Walk on slippery roof while fighting fire</td>
<td>10. DUST: Works in or around areas with major amounts of dust present.</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>4.0</td>
<td>Type on computer; use mouse</td>
<td>11. HAZARDOUS MATERIAL: Exposure is regular part of the job.</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.0</td>
<td>Operate saws; use ax to vent roof</td>
<td>12. IRREGULAR OR EXTENDED WORK HOURS: Frequently required to change working hours or work overtime.</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.8</td>
<td>Tie knots in ropes</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>6.0</td>
<td>Read policies/codes/operations manual/maps</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.0</td>
<td>Drive fire engine to location of fire</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>4.8</td>
<td>Detect color of smoke/flame/hazardous material</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>5.3</td>
<td>Detect faint voices at fire scene</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.5</td>
<td>Perform fire inspections</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>6.3</td>
<td>Advance charged hose line; pull down ceilings; vent roof with ax</td>
<td></td>
</tr>
</tbody>
</table>

**RESPIRATOR USE**  
Required? SCBA
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: MAINTENANCE WORKER/SENIOR/LEAD
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- Complete Medical History Questionnaire.
- Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- Authorization For Release of Information From Medical Record Form
- General Physical Examination:
  b. Physician's Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician's summary, including comments related to job requirements.

- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- Range of Motion - Back Exam.
- Drug Testing (DOT, only when requested by employer).

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
OCCU-MED JOB PROFILE
August 2003

JOB CLASS: Maintenance Worker Senior/Lead
EMPLOYER: Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>6.0</td>
<td>Use jackhammer to break up concrete for extensive period of time; shovel asphalt</td>
<td>1. EXPOSURE TO SUN: 50% to 100% of work time spent outside a building and exposed to the sun.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>5.8</td>
<td>Reaching to install street signs</td>
<td>2. WORK ABOVE FLOOR LEVEL: Some work done on ladders, scaffolds, or other equipment more than 12 feet above the ground.</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>5.3</td>
<td>Use post hole digger to dig holes to install street signs</td>
<td>3. HIGH TEMP: Considerable work time in light and moderate work in temperatures above 80 degrees.</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>6.0</td>
<td>Lift bags of cement on/off truck</td>
<td>4. WETNESS: Frequent work requires getting part or all of the body and/or clothing wet.</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>6.3</td>
<td>Use jackhammer to break up concrete; dig holes with post hole digger</td>
<td>5. NOISE: Frequently there are unusually loud sounds.</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>5.0</td>
<td>Rake/shovel asphalt</td>
<td>7. SLIPPERY SURFACES: Frequent work on slippery surfaces.</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>4.0</td>
<td>Break up concrete with jackhammer</td>
<td>8. OIL: Frequent contact with oil or grease.</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.5</td>
<td>Install street signs; clean street signs from ladder</td>
<td>9. INJURY POTENTIAL: Frequent possibility of bodily injury.</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.5</td>
<td>Repair of street signs from ladder</td>
<td>10. DUST: Works in or around areas with major amounts of dust present.</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>4.0</td>
<td>Use cutting torch on street signs; finish concrete</td>
<td>11. COMMON ALLERGEN EXPOSURES: Frequent exposure to common allergy-causing agents.</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.3</td>
<td>Clean street signs; trim trees; use cutting torch</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Start nuts/bolts; assemble signs</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>4.3</td>
<td>Use cutting torch; assemble street signs</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>4.8</td>
<td>Locate location for street sign installation; observe traffic</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.0</td>
<td>Detect color-coded wiring on street equipment</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.5</td>
<td>Detect problem with street equipment; hear warning alarms</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>6.0</td>
<td>Walk throughout work site for tools/supplies</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>6.3</td>
<td>Use jackhammer to break up concrete; shovel asphalt</td>
<td></td>
</tr>
</tbody>
</table>

RESPIRATOR USE
Required? Dust mask; filter mask
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: MESSENGER
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- Complete Medical History Questionnaire.
- Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- Authorization For Release of Information From Medical Record Form
- General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- Hemoglobin & Hematocrit (H&H).
- Complete Blood Count.
- Blood Chemistry Panel (do not include STD).
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- Range of Motion - Back Exam.
- Drug Testing.

NOTE:
Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Messenger  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>3.0</td>
<td>Lift large boxes of mail</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>2.5</td>
<td>Reach to grab mail from boxes</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>3.0</td>
<td>Sort mail by hand</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>3.3</td>
<td>Hold large boxes of mail</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>3.5</td>
<td>Lift boxes of mail</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>2.5</td>
<td>Walk throughout offices to make deliveries</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>3.0</td>
<td>Lift reams of paper</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>DNN</td>
<td>Do Not Need</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>3.5</td>
<td>Steer cart through crowded offices</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>DNN</td>
<td>Do Not Need</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.0</td>
<td>Run envelopes through postage machine</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>2.5</td>
<td>Sort mail by hand</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>3.5</td>
<td>Write addresses on envelopes</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>3.5</td>
<td>Read mail/envelopes</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>3.0</td>
<td>View objects in way while delivering mail</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>2.0</td>
<td>Select different colored paper</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>3.5</td>
<td>Detect problems with equipment by sound</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>4.5</td>
<td>Walk from office to office to deliver mail</td>
</tr>
<tr>
<td>19. Effort</td>
<td>3.0</td>
<td>Lift large boxes of mail</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **EXPOSURE TO THE SUN:** Less than 10% of work time spent outside a building and exposed to the sun.
2. **WORK ABOVE THE FLOOR LEVEL:** Some work done on platforms or fairly stable surfaces up to 4 feet above the ground.
3. **NOISE:** Occasionally there are unusually loud sounds.
4. **DUST:** Work in or around minor amounts of dust present.
5. **IRREGULAR OR EXTENDED WORK HOURS:** Occasionally required to change working hours or work overtime.

**RESPIRATOR USE Required?** No
MEDICAL EXAM COMPONENT PROFILE  
December 2003

JOB CLASS: NETWORK ADMINISTRATOR  
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
   b. Physician's Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
   c. Dipstick Urinalysis-blood, glucose, protein.
   d. Sight screening - near, far, depth, color, and peripheral.
   e. Gross hearing test – with headset.
   f. Physician's summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol - 12 METS required).

Hemoglobin & Hematocrit (H&H).

Complete Blood Count.

Blood Chemistry Panel (do not include STD).

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

**Job Class:** Network Administrator  
**Employer:** Costa Mesa

## Physical Ability

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>4.0</td>
<td>Lift/move computer equipment from room to room</td>
<td>1. WORK ABOVE FLOOR LEVEL: Some work done on platforms or fairly stable surfaces up to 4 feet above the ground.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>3.0</td>
<td>Reach to install computers at desk</td>
<td>2. ELECTRICAL HAZARDS: Potential electrical shock exposure.</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>5.3</td>
<td>Lift/move computer equipment from room to room</td>
<td>3. IRREGULAR OR EXTENDED WORK HOURS: Occasionally required to change working hours or work overtime.</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>5.4</td>
<td>Lift heavy computer monitors</td>
<td></td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>2.5</td>
<td>Walk throughout buildings to assist users</td>
<td></td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>3.5</td>
<td>Bend to install computers at desk</td>
<td></td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>2.5</td>
<td>Work on computers from ladder</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.0</td>
<td>Make repairs on computer equipment</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>2.0</td>
<td>Plug mouse into back of computer</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Enter data on computer</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>4.3</td>
<td>Read computer manuals</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>4.0</td>
<td>View monitors from a distance</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>5.5</td>
<td>Attach color-coded wires within computer</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>5.0</td>
<td>Detect problems with failing computers by sound</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.0</td>
<td>Walk from computer to computer to make repairs</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>5.8</td>
<td>Lift/move computer equipment from room to room</td>
<td></td>
</tr>
</tbody>
</table>

**Respirator Use Required? No**
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: OFFSET PRESS OPERATOR
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
X Complete Medical History Questionnaire.
X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
X Authorization For Release of Information From Medical Record Form
X General Physical Examination:
   b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
   c. Dipstick Urinalysis-blood, glucose, protein.
   d. Sight screening - near, far, depth, color, and peripheral.
   e. Gross hearing test – with headset.
   f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

X TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

Pulmonary Function ( Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

Hemoglobin & Hematocrit (H&H).

Complete Blood Count.

Blood Chemistry Panel (do not include STD).

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Offset Press Operator  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>3.5</td>
<td>Lift/carry/move large boxes of paper</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>2.0</td>
<td>Load paper into press</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>2.5</td>
<td>Load multiple loads of paper into press</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>3.0</td>
<td>Lift/carry/move large boxes of paper</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>2.5</td>
<td>Remove stuck paper from press</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>2.0</td>
<td>Walk throughout from work area to locate paper</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>2.0</td>
<td>Bend to place paper in press</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>DNN</td>
<td>Do Not Need</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>DNN</td>
<td>Do Not Need</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>DNN</td>
<td>Do Not Need</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.0</td>
<td>Load paper into press</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>2.0</td>
<td>Collate papers after printing</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>3.5</td>
<td>Repair press when broken</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>3.5</td>
<td>View art work on papers</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>3.5</td>
<td>Watch printing press controls</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.0</td>
<td>Detect difference in colors of papers/print</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>3.5</td>
<td>Detect problem with equipment by sound</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>4.0</td>
<td>Walk throughout work area to locate supplies</td>
</tr>
<tr>
<td>19. Effort</td>
<td>3.0</td>
<td>Lift/carry/move large boxes of paper</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **NOISE:** Occasionally there are unusually loud sounds.
2. **INJURY POTENTIAL:** Infrequent possibility of bodily injury.
3. **DUST:** Work in or around major amounts of dust present.
4. **HAZARDOUS MATERIAL:** Rarely any opportunity for exposure.

**RESPIRATOR USE**  
**Required?** No
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: POLICE OFFICER
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
X Complete Medical History Questionnaire.
X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
X Authorization For Release of Information From Medical Record Form
X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.
X Audiometric testing - with OSHA approved sound booth

X TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
X Chest X-Ray (PA).
X Chest X-Ray (PA & LAT).
X Pulmonary Function (Forced vital capacity and forced expiratory volume).
X Resting EKG (12-lead).
X Stress EKG (treadmill per Bruce protocol – 12 METS required).
X Occu-Panel E (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)
X Hepatitis B & C Virus Screening.
X Urinalysis - Gross & Microscopic.
X Range of Motion - Back Exam.
X Drug Testing (Non DOT).

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
**OCCU-MED JOB PROFILE**  
August 2003

**JOB CLASS:** Police Officer  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>5.5</td>
<td>Chase/wrestle/apprehend combative suspect</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>5.8</td>
<td>Place restraints on suspect; search suspect</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>5.8</td>
<td>Chase/wrestle/apprehend combative suspect</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>6.0</td>
<td>Lift/move/carry unconscious suspects</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>6.0</td>
<td>Respond to emergency call; take down suspect</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>5.0</td>
<td>Climb over fence during foot pursuit</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>5.5</td>
<td>Search for evidence</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>5.8</td>
<td>Defend self during altercation with suspect</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>5.0</td>
<td>Chase/wrestle/apprehend combative suspect</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>5.0</td>
<td>Chase suspect on slippery surface</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>5.5</td>
<td>Fire weapon</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>5.0</td>
<td>Place restraints on suspect</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports; load weapon</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>5.8</td>
<td>Read/write reports; load weapon</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.0</td>
<td>Fire weapon; read addresses</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>4.0</td>
<td>Identify suspect by color of clothing</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.5</td>
<td>Hear call for help/radio transmissions</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>6.0</td>
<td>Pursue a suspect on foot</td>
</tr>
<tr>
<td>19. Effort</td>
<td>6.0</td>
<td>Chase/wrestle/apprehend combative suspect</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. EXPOSURE TO THE SUN: 50% to 100% of work time spent outside a building and exposed to the sun.
2. WORK ABOVE FLOOR LEVEL: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. HIGH TEMP: Considerable work time in light and moderate work in temperatures above 80 degrees.
4. WETNESS: Occasional work requires getting part or all of the body and/or clothing wet.
5. NOISE: Occasionally there are unusually loud sounds.
6. SLIPPERY SURFACES: Frequent work on unusually slippery surfaces.
7. INJURY POTENTIAL: Frequent possibility of bodily injury.
8. BURNS: Possibility of superficial burns.
9. DUST: Works in or around areas with major amounts of dust.
10. HAZARDOUS MATERIAL Exposure is a regular part of the job.
11. IRREGULAR OR EXTENDED WORK HOURS: Frequently required to change working hours or work overtime.
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: PROPERTY/EVIDENCE SPECIALIST/SUPERVISOR
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
   b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
   c. Dipstick Urinalysis-blood, glucose, protein.
   d. Sight screening - near, far, depth, color, and peripheral.
   e. Gross hearing test – with headset.
   f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

X Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
## OCCU-MED JOB PROFILE
August 2003

**JOB CLASS:** Property/Evidence Specialist/Supervisor  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>5.0</td>
<td>Move large boxes of property to/from storage</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>5.3</td>
<td>Reach for boxes of property on high shelves</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>3.0</td>
<td>Place boxes of property on shelves</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>5.0</td>
<td>Move large boxes of property to/from shelves</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>5.0</td>
<td>Push/pull large cart of property</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>4.3</td>
<td>Climb ladder to place boxes of property on shelves</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>4.0</td>
<td>Place boxes of property on shelves</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>DNN</td>
<td>Do Not Need</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.5</td>
<td>Move boxes of property in narrow location</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.5</td>
<td>Place boxes of property on shelves from ladder</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>3.8</td>
<td>Place labels on boxes of property</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.3</td>
<td>Open gun chamber to check if gun is unloaded</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.5</td>
<td>Remove screws from guns</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>5.0</td>
<td>Read serial numbers on property</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.3</td>
<td>Read labels on boxes of property on shelves</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.5</td>
<td>Identify property by color</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.0</td>
<td>Communicate with public through glass window</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>5.3</td>
<td>Walk up/down stairs to locate property</td>
</tr>
<tr>
<td>19. Effort</td>
<td>5.0</td>
<td>Move large boxes of property to/from shelves</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **WORK ABOVE FLOOR LEVEL:** Some work done on ladders, scaffolds, or other equipment up to 12 feet above the ground.
2. **HIGH TEMP:** Considerable work time in light and moderate work in temperatures above 80 degrees.
3. **WETNESS:** Frequent work requires getting part or all of the body and/or clothing wet.
4. **NOISE:** Occasionally there are unusually loud sounds.
5. **INJURY POTENTIAL:** Infrequent possibility of bodily injury.
6. **EXPLOSIVES:** Work with explosives.
7. **DUST:** Works in or around areas with major amounts of dust per.
8. **IRREGULAR OR EXTENDED WORK HOURS:** Occasionally required to change working hours or work overtime.

**RESPIRATOR USE**  
Required? No
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: PURCHASING/STOREKEEPER
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- [X] Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- [X] Complete Medical History Questionnaire.
- [X] Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- [X] Authorization For Release of Information From Medical Record Form
- [X] General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

- [ ] Audiometric testing - with OSHA approved sound booth
- [ ] TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- [X] TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- [ ] Chest X-Ray (PA).
- [ ] Chest X-Ray (PA & LAT).
- [ ] Pulmonary Function (Forced vital capacity and forced expiratory volume).
- [ ] Resting EKG (12-lead).
- [ ] Stress EKG (treadmill per Bruce protocol - 12 METS required).
- [X] Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)
- [ ] Hepatitis B & C Virus Screening.
- [ ] Urinalysis - Gross & Microscopic.
- [X] Range of Motion - Back Exam.
- [ ] Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
# OCCU-MED JOB PROFILE
August 2003

**JOB CLASS:** Purchasing - Storekeeper  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>4.0</td>
<td>Move furniture/boxes; unload supplies from carts</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>4.0</td>
<td>Reaching to stock shelves</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>4.5</td>
<td>Stock shelves; load/unload supplies from carts</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>6.0</td>
<td>Move furniture; unload cases of paper</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>4.0</td>
<td>Move furniture/boxes</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>3.8</td>
<td>Climb ladders to place stock on shelves</td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>5.0</td>
<td>Load/unload supplies from carts; lift boxes; move furniture</td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>4.0</td>
<td>Sort mail; move boxes of supplies</td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.5</td>
<td>Descend ladder with box on shoulder</td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>4.3</td>
<td>Change light bulbs; climb ladders to stock shelves</td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>4.5</td>
<td>Assemble furniture; use computer/utility knife</td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>3.0</td>
<td>Place supplies in boxes</td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type; use hand tools to assemble furniture</td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>6.0</td>
<td>Read orders/instructions/catalog; use computer</td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>4.5</td>
<td>Drive truck to deliver supplies</td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>4.0</td>
<td>Fill orders with different colored stock</td>
</tr>
<tr>
<td>17. Hearing</td>
<td>5.0</td>
<td>Talk on telephone; converse with co-workers</td>
</tr>
<tr>
<td>18. Mobility</td>
<td>4.0</td>
<td>Climb in/out of truck to deliver supplies; fill orders</td>
</tr>
<tr>
<td>19. Effort</td>
<td>4.5</td>
<td>Move furniture/boxes; unload supplies from carts</td>
</tr>
</tbody>
</table>

**Environmental Factors**

1. **EXPOSURE TO THE SUN:** 10% to 50% of work time spent outside a building and exposed to the sun.
2. **WORK ABOVE THE FLOOR LEVEL:** Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. **HIGH TEMP:** Considerable work time in light and moderate work in temperatures above 80 degrees.
4. **LOW TEMP:** Considerable work time spent at 40-60 degrees.
5. **WETNESS:** More than 10% of the work time involves getting part or all of the body and/or clothing wet.
6. **NOISE:** Occasionally there are unusually loud sounds.
7. **INJURY POTENTIAL:** Frequent possibility of bodily injury.
8. **DUST:** Work in or around minor amounts of dust present.
9. **HAZARDOUS MATERIAL:** Rarely any opportunity for exposure.
10. **COMMON ALLERGEN EXPOSURES:** Frequent exposure to common allergen-causing agents.
11. **IRREGULAR OR EXTENDED WORK HOURS:** Occasionally required to change working hours or work overtime.

**RESPIRATOR USE Required?** No
MEDICAL EXAM COMPONENT PROFILE
October 2007

JOB CLASS: RANGE MASTER
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
   b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurologic, vascular, lymphatic, and skin.
   c. Dipstick Urinalysis-blood, glucose, protein.
   d. Sight screening - near, far, depth, color, peripheral.
   e. Gross hearing test. With headset.
   f. Physician’s summary, including comments related to job requirements.

X Audiometric testing – with OSHA approved sound booth

---

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

---

Chest X-Ray (PA).

---

Chest X-Ray (PA & LAT).

---

Pulmonary Function (Forced vital capacity and forced expiratory volume).

---

Resting EKG (12-lead).

---

Stress EKG (treadmill per Bruce protocol – 12 METS required).

X Occu-Panel C (Serum. Centrifuge red-grey tube for 15 min @ 3,000 rpm. Whole blood. Invert lavender tube 6-8 times and refrigerate immediately upon collection.)

---

Hepatitis B & C Virus Screening.

---

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

---

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: RECREATION COORDINATOR
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- Complete Medical History Questionnaire.
- Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- Authorization For Release of Information From Medical Record Form
- General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test - with headset.
  f. Physician’s summary, including comments related to job requirements.
- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- Hemoglobin & Hematocrit (H&H).
- Complete Blood Count.
- Blood Chemistry Panel (do not include STD).
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- Range of Motion - Back Exam.
- Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
OCCU-MED JOB PROFILE
August 2003

JOB CLASS: Recreation Coordinator
EMPLOYER: Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>3.3</td>
<td>Set up/take down chairs/tables for festivals</td>
<td>1. EXPOSURE TO SUN: 50% to 100% of work time spent outside a building and exposed to the sun.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>3.0</td>
<td>Reach for chairs/tables to set up/take down</td>
<td>2. WORK ABOVE FLOOR LEVEL: Some work done on stable surfaces up to 4 feet above ground.</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>3.5</td>
<td>Set up/take down chairs/tables</td>
<td></td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>4.0</td>
<td>Lift/carry/move tables/chairs to set up/take down</td>
<td></td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>3.0</td>
<td>Push cart full of chairs/tables to set up/take down</td>
<td></td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>3.0</td>
<td>Climb on back of truck to reach chairs/tables to set up/take down</td>
<td></td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>3.0</td>
<td>Set up/take down chairs/tables</td>
<td></td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>4.0</td>
<td>Set up/take down chairs/tables</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>3.3</td>
<td>Stand on stool to reach supplies to set up/take down</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>2.0</td>
<td>Assemble equipment with drills and screwdrivers</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>2.3</td>
<td>Set up television equipment</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>3.0</td>
<td>Read work orders</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>4.0</td>
<td>Observe potential hazards on fields</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>DNN</td>
<td>Do Not Need</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>4.5</td>
<td>Communicate with people at event set-up</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>3.0</td>
<td>Move throughout site to set up/take down chairs/tables</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>4.0</td>
<td>Set up/take down chairs/tables</td>
<td></td>
</tr>
</tbody>
</table>

RESPIRATOR USE Required? No
MEDICAL EXAM COMPONENT PROFILE
August 2007
*Benchmark*

JOB CLASS: SEDENTARY (Driving)
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X  Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X  Complete Medical History Questionnaire.

X  Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X  Authorization For Release of Information From Medical Record Form

X  General Physical Examination:
   b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
   c. Dipstick Urinalysis-blood, glucose, protein.
   d. Sight screening - near, far, depth, color, and peripheral.
   e. Gross hearing test - with headset.
   f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X  TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

X  Chest X-Ray (PA).

X  Chest X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

X  Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)

Hepatitis B & C Virus Screening.

X  Urinalysis - Gross & Microscopic.

Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
MEDICAL EXAM COMPONENT PROFILE
August 2007
*Benchmark*

JOB CLASS: SEDENTARY (Non-Driving)
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

Hemoglobin & Hematocrit (H&H).

Complete Blood Count.

Blood Chemistry Panel (do not include STD).

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: VIDEO PRODUCTION COORDINATOR/AIDE
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

- Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.
- Complete Medical History Questionnaire.
- Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).
- Authorization For Release of Information From Medical Record Form
- General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen, extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

- Audiometric testing - with OSHA approved sound booth
- TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.
- TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.
- Chest X-Ray (PA).
- Chest X-Ray (PA & LAT).
- Pulmonary Function (Forced vital capacity and forced expiratory volume).
- Resting EKG (12-lead).
- Stress EKG (treadmill per Bruce protocol – 12 METS required).
- Occu-Panel A (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)
- Hepatitis B & C Virus Screening.
- Urinalysis - Gross & Microscopic.
- Range of Motion - Back Exam.
- Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
### OCCU-MED JOB PROFILE
August 2003

**JOB CLASS:** Video Production Coordinator/Aide  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>3.5</td>
<td>Lift/carry equipment/cameras to shoots</td>
<td>1. EXPOSURE TO THE SUN: 10% to 50% of work time spent outside a building and exposed to the sun.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>2.0</td>
<td>Set-up equipment for shoots</td>
<td>2. WORK ABOVE THE FLOOR LEVEL: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>2.5</td>
<td>Move equipment repeatedly and quickly</td>
<td>3. NOISE: Occasionally there are unusually loud sounds.</td>
</tr>
<tr>
<td>4. Static Strength</td>
<td>3.5</td>
<td>Lift/carry equipment/cameras to shoots</td>
<td>4. DUST: Work in or around minor amounts of dust present.</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>3.0</td>
<td>Pick up equipment for shoots</td>
<td>5. IRREGULAR OR EXTENDED WORK HOURS: Frequently required to change working hours or work overtime.</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>3.5</td>
<td>Climb up hills to shoot locations</td>
<td></td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>2.5</td>
<td>Bend to retrieve camera/equipment from vehicle</td>
<td></td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>3.0</td>
<td>Change focus and tapes</td>
<td></td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>3.5</td>
<td>Carry different equipment simultaneously</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>3.5</td>
<td>Set-up equipment on uneven surfaces</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>4.0</td>
<td>Load film; operate cameras</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.5</td>
<td>Repair equipment; change tapes</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>3.5</td>
<td>Repair/rewire equipment</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>4.0</td>
<td>Focus camera for shots</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>4.5</td>
<td>Operate camera at shoots</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.5</td>
<td>Match cameras/computer graphics</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>5.0</td>
<td>Edit audio tapes</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>3.5</td>
<td>Change locations at sporting events</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>3.0</td>
<td>Lift/carry equipment/cameras to shoots</td>
<td></td>
</tr>
</tbody>
</table>

**RESPIRATORY USE Required?**  
No
MEDICAL EXAM COMPONENT PROFILE
December 2003

JOB CLASS: WATER SAFETY INSTRUCTOR/LIFEGUARD
EMPLOYER: CITY OF COSTA MESA

The following are the recommended activities and tests, which should be completed for this job class. These medical evaluation components are based on minimum requirements for a job-related medical evaluation.

X Review Job Profile (physical abilities & environmental factors) as necessary, determine work location and areas of work specialization.

X Complete Medical History Questionnaire.

X Problem-oriented written history of personal and occupational health based on a brief interview to verify the Medical History Questionnaire (usually conducted by a nurse or paramedical staff and supplemented by physician comments).

X Authorization For Release of Information From Medical Record Form

X General Physical Examination:
  b. Physician’s Examination: head, eyes, ears, nose and throat, neck, chest, heart, abdomen,
     extremities, back, neurological, vascular, lymphatic, and skin.
  c. Dipstick Urinalysis-blood, glucose, protein.
  d. Sight screening - near, far, depth, color, and peripheral.
  e. Gross hearing test – with headset.
  f. Physician’s summary, including comments related to job requirements.

Audiometric testing - with OSHA approved sound booth

TB Skin Testing (PPD): Qualification decision with employer follow-up of PPD.

X TB Skin Testing (PPD): Delay qualification decision while awaiting PPD results.

Chest X-Ray (PA).

Chest X-Ray (PA & LAT).

X Pulmonary Function (Forced vital capacity and forced expiratory volume).

Resting EKG (12-lead).

Stress EKG (treadmill per Bruce protocol – 12 METS required).

X Occu-Panel B (Serum. Allow to clot for 30 minutes and then centrifuge 15 min @ 3,000 rpm.)

Hepatitis B & C Virus Screening.

Urinalysis - Gross & Microscopic.

X Range of Motion - Back Exam.

Drug Testing.

NOTE: Local examiners/providers may add additional elements at minimal cost, or the examiner/provider may require additional resources/testing to further define medical conditions identified during the examination process. Contact Occu-Med for further clarification of specific issues and for approval of additional testing.
## OCCU-MED JOB PROFILE

**August 2003**

**JOB CLASS:** Water Safety Instructor/Lifeguard  
**EMPLOYER:** Costa Mesa

<table>
<thead>
<tr>
<th>Physical Ability</th>
<th>Rating</th>
<th>Most Demanding Essential Tasks</th>
<th>Environmental Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stamina</td>
<td>6.0</td>
<td>Perform CPR on victim</td>
<td>1. EXPOSURE TO SUN: 50% to 100% of work time spent outside a building and exposed to the sun.</td>
</tr>
<tr>
<td>2. Extent Flexibility</td>
<td>5.0</td>
<td>Drag unconscious person from pool</td>
<td>2. WETNESS: Frequent work requires getting part or all of the body and/or clothing wet.</td>
</tr>
<tr>
<td>3. Dynamic Flexibility</td>
<td>6.3</td>
<td>Perform CPR on victim</td>
<td>3. SLIPPERY SURFACES: Frequent work on slippery surfaces.</td>
</tr>
<tr>
<td>5. Explosive Strength</td>
<td>5.0</td>
<td>Dive in water to reach person in danger</td>
<td>5. IRREGULAR OR EXTENDED WORK HOURS: Occasionally work beyond normal hours.</td>
</tr>
<tr>
<td>6. Dynamic Strength</td>
<td>5.3</td>
<td>Pull self out of pool after rescue</td>
<td></td>
</tr>
<tr>
<td>7. Trunk Strength</td>
<td>5.8</td>
<td>Perform CPR on victim</td>
<td></td>
</tr>
<tr>
<td>8. Speed of Limb Movement</td>
<td>6.3</td>
<td>Swim to person in danger to rescue</td>
<td></td>
</tr>
<tr>
<td>9. Gross Body Coordination</td>
<td>5.8</td>
<td>Pull unconscious person from pool</td>
<td></td>
</tr>
<tr>
<td>10. Gross Body Equilibrium</td>
<td>5.8</td>
<td>Perform CPR on victim</td>
<td></td>
</tr>
<tr>
<td>11. Arm-Hand Steadiness</td>
<td>4.5</td>
<td>Administer first aid on victim</td>
<td></td>
</tr>
<tr>
<td>12. Manual Dexterity</td>
<td>4.8</td>
<td>Clean pool with supplies</td>
<td></td>
</tr>
<tr>
<td>13. Finger Dexterity</td>
<td>4.0</td>
<td>Type reports</td>
<td></td>
</tr>
<tr>
<td>14. Near Vision</td>
<td>5.0</td>
<td>Read reports/manuals</td>
<td></td>
</tr>
<tr>
<td>15. Far Vision</td>
<td>5.8</td>
<td>Observe pool area for swimmers in danger</td>
<td></td>
</tr>
<tr>
<td>16. Visual Color Discrimination</td>
<td>3.0</td>
<td>Identify swimmers who are being disruptive</td>
<td></td>
</tr>
<tr>
<td>17. Hearing</td>
<td>5.8</td>
<td>Listen for calls for help</td>
<td></td>
</tr>
<tr>
<td>18. Mobility</td>
<td>6.0</td>
<td>Swim to victim to rescue</td>
<td></td>
</tr>
<tr>
<td>19. Effort</td>
<td>6.0</td>
<td>Perform CPR on victim</td>
<td></td>
</tr>
</tbody>
</table>

**RESPIRATOR USE**  
Required? No