

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS										
City of Virginia Beach, VA										
Job Title:	Police Data Analysis Supervisor					Position Number(PCN):	B.000523.1			
Div./Office:	POL 020 Operations Division	Approver's Name								
Date of Last Update:	December 19, 2022	Approver's Title								
Fields to the right (Y/N): The position's status AND If the background check must be passed by the incumbent		Safety Sensitive:	No	Child Protective Services (CPS) Background:	No	VCIN Background:	Yes			
		CJS Certification:	Yes	PREA Certification:	No					
REQUIREMENTS										
FREQUENCY: Seldom = Infrequent, < 5%; Occasional = 5% to 25% of time on job; Frequent = 25% to 75% of time on job; Constant = Over 75% of time on job.										
Typical DURATION: Short = < 1 hr per occurrence; Moderate = 1-2 hrs per occurrence; Substantial = 2-6 hrs per occurrence; Long = > 6 hrs per occurrence.										
Physical Demands					Working Conditions					
Element	Condition/Level/Value		Frequency	Duration	Element	Condition/Level/Value		Frequency	Duration	
Standing			Occasional	Short	Working Outside: in all weather conditions		N/A		N/A	
Walking			Occasional	Short	Working Alone: out of communication w/others		N/A		N/A	
Sitting			Frequent	Substantial	Extreme Temperatures	N/A		N/A	N/A	
Reaching	N/A	N/A		N/A	Extreme Wetness	N/A		N/A	N/A	
Lifting	N/A	N/A		N/A	Extreme Dryness	N/A		N/A	N/A	
Carrying	Weight:	N/A	N/A	N/A	Exposure to Traffic	N/A		N/A	N/A	
	Distance:	N/A	N/A	N/A	Congested Area/Workspace		N/A		N/A	
Pushing	Estimated weight-resistance equivalency			N/A	Confined Space- Permit REQUIRED		N/A		N/A	
	N/A	N/A		N/A	Working Below Ground		N/A		N/A	
Pulling	Estimated weight-resistance equivalency			N/A	Working at Heights (ft.)	N/A		N/A	N/A	
	N/A	N/A		N/A	Noise Level: > 85 decibels TWA for 8 hrs.	N/A		N/A	N/A	
Working Overhead				N/A	Vibrations		N/A		N/A	
	Weight:	N/A	N/A	N/A	Body area(s):		Ex- Trunk, shoulders, arms, and hands.			
Climbing Stairs			N/A	N/A	Dust / Dirt / Particulate		N/A		N/A	
Climbing Ladders			N/A	N/A	Radiation		N/A		N/A	
Balancing			N/A	N/A	Silica/Fiberglass		N/A		N/A	
Stooping			N/A	N/A	Asbestos		N/A		N/A	
Kneeling/Squatting			N/A	N/A	Aerosols & Gases	N/A		N/A	N/A	
Bending			N/A	N/A	Hazardous Materials /Chemicals		N/A		undefined	
Crawling			N/A	N/A	Petroleum Products		N/A		N/A	
Explosive Strength: Short bursts of muscle force to propel oneself.			N/A	N/A	Electrical Hazard		N/A		N/A	
Trunk Strength: Use of abdominal and lower back muscles.			N/A	N/A	Fire Hazard		N/A		N/A	
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			N/A	N/A	Contaminants	N/A		N/A	N/A	
Repetitive Limb Movement	Fingers/Wrist	Frequent		Moderate	Infectious Diseases Exposure		N/A		N/A	
					Type(s):		Ex- Repair sewer pipes; empty residence trash cans.			
Dexterity	Use of computer keyboard	Frequent		Moderate	Symbols:	< equal to or less than		< less than		
	Handwriting	Frequent		Moderate		> equal to or greater than		> greater than		
Repetitive Twisting	N/A	N/A		N/A						
Awkward Positions & Motions	N/A	N/A		N/A						

Sensory Demands				Working Conditions (cont.)			
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration
Vision	20/40 w/correction	N/A	N/A	Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	N/A	N/A	Other Hazards	N/A	N/A	N/A
Smell	N/A	N/A	N/A				
Touch	N/A	N/A	N/A	Hours Worked	More than 40 hours/week	Frequent	
					More than 8 hours/day	Frequent	
Voice	Presentations	N/A	N/A		More than 5 consecutive days	Frequent	
				Telework Eligible	No		
Personal Protective Equipment (PPE)				Equipment Operation & Use			
Category	Type	Frequency	Duration	Category	Type	Frequency	Duration
Eye and Face Protection	N/A	N/A	N/A	Motor Vehicles	Sedan/Pickup/Van	Occasional	Short
				Heavy Equipment	N/A	N/A	N/A
Respiration Protection	N/A	N/A	N/A				
Hearing Protection	N/A	N/A	N/A	Other Equipment or Machinery	N/A	N/A	N/A
Head Protection	N/A	N/A	N/A				
				Hand-Held Power Tools	N/A	N/A	N/A
Hand Protection	N/A	N/A	N/A				
Foot Protection	N/A	N/A	N/A	Hand Tools and Instruments	N/A	N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A	Office Machines & Equipment	Computer	Frequent	Moderate
					Printer/Copier/Fax	Occasional	Short
Operator License				Commercial Driver's License			
NOTE: If CDL is required, show CDL Class in element to right.	Type			VA DMV requires: 20/40 in each eye w/o telescopic lens & ≥140° horizontal vision.	N/A		
	Standard Driver's License						
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:							

Mental Requirements

Evaluate based on the level of complexity [least to most] inherent in the job using the examples provided; then select the number from the drop-down list that matches the column which best represents the mental demand required in each element.

1 Comprehend Verbal Communication - Understand information and directions which are provided verbally
Job requires the ability to understand and follow:
Complex information where interpretation of vision and strategy is required to develop policy and/or course of action.
2 Communicate Orally - Verbally express thoughts and directions
Job requires:
Communicating complex information to higher officials and authorities.
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.
Job requires ability to comprehend:
Complex written material where significant interpretation and evaluation are required to successfully apply content without guidance.
4 Written Communication Skills - Express thoughts and directions in writing
Job requires:
Preparation of reports and documents involving complex information.
5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks
Job requires ability to adhere to work schedule:
In moderately paced environment with some unexpected assignments.
6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments
Job requires ability to perform:
A variety of tasks at the specialist or leader level.
7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job
Job requires interaction:
With diverse citizen groups, government officials, and/or business leaders exchanging sensitive information or completing complex projects.
8 Decision Making & Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts
Job requires:
Substantial reasoning and decision making. Research and evaluation are conducted, broad theories and principals are applied to the development of a recommended solution.
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties
Job requires the ability to:
Memorize complex procedures, policies, and laws, and recall and apply to difficult issues or develop innovative strategies or work products.
10 Flexibility and Adaptability - The extent to which one must adjust to changing circumstances and expectations, take on new challenges on short notice, and/or deal successfully with changing priorities and workloads
Job requires flexibility and willingness:
To change complex procedures to accommodate requirements of higher authorities.
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties
Job tasks are:
Varied, substantially long, and require considerable focus. Lapses may result in operational or production delays.
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks
Job tasks:
Involve investigation, inspection, auditing, or observation. Inattention to detail could result in confusion and delays.
13 Reaction Time - Describes work that requires an immediate response or decision
Job requires the ability to:
Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Delays occur if response is not timely.
14 Direct, Control, and Plan the Work of Others - Determine the time, place and sequence of work procedures, operations, and actions. Establish goals and objectives, motivate, and promote cooperation and teamwork in the work group
Job requires:
Planning and supervision of multiple groups of employees.
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives
Job requires:
Obtaining support and cooperation from government authorities and/or business leaders to accomplish goals and objectives.
16 Stress Tolerance - Ability to perform duties without anxiety when faced with difficulties. Having positive stress tolerance is being able to stay calm in situations of heavy workload, tight deadlines, and/or difficult customers
Job requires the ability to:
Tolerate typical work stressors such as deadlines or conflict and maintain composure.