



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	Occasional	
					More than 8 hours/day	Occasional	
Voice	One-on-One	N/A	N/A		More than 5 consecutive days	Seldom	
				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	Frequent	Moderate
				Heavy Equipment	N/A	N/A	N/A
Respiration Protection	Filtering Facepiece Respirator (e.g. N95 style)	Seldom	Short				
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 Protection	Medical grade exam gloves	Seldom	Short	Hand-Held Power Tools	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	Substantial
					Printer/Copier/Fax	Frequent	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.**

<b>1 Comprehend Verbal Communication - Understand information and directions which are provided verbally</b>
Job requires the ability to understand and follow: Complex information where the listener must analyze the information presented, discern the key facts vs. opinions, and make a determination on appropriate recommendation or action.
<b>2 Communicate Orally - Verbally express thoughts and directions</b>
Job requires: Explaining and interpreting specialized, and sometimes sensitive, information to co-workers, customers, citizen groups or higher officials.
<b>3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.</b>
Job requires ability to comprehend: Detailed written material such as analytical, statistical, or status reports where information will be interpreted and applied to course of action.
<b>4 Written Communication Skills - Express thoughts and directions in writing</b>
Job requires: Written explanation and interpretation of specialized information to other City agencies, customers, higher officials and authorities.
<b>5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks</b>
Job requires ability to adhere to work schedule: In moderately paced environment with some unexpected assignments.
<b>6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments</b>
Job requires ability to perform: A variety of tasks at the specialist or leader level.
<b>7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job</b>
Job requires interaction: With a variety of individuals or groups outside the immediate unit/agency to collaborate on issues or projects.
<b>8 Decision Making &amp; Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts</b>
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.
<b>9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties</b>
Job requires the ability to: Remember information from broad bodies of knowledge (engineering, psychology, biology, law, etc.) and apply it to projects and assignments.
<b>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</b>
Job requires flexibility and willingness: To be adaptable in assessing customer/client needs and tailoring a non-typical solution.
<b>11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties</b>
Job tasks are: Varied, substantially long, and require considerable focus. Lapses may result in operational or production delays.
<b>12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks</b>
Job tasks: Involve numerous and various details, some of which have subtle differences, that require continuous and close attention to detail to facilitate accuracy of outcome. Inattention to detail could result in legal or financial liability.
<b>13 Reaction Time - Describes work that requires an immediate response or decision</b>
Job requires the ability to: Provide an immediate response/decision to maintain normal daily operations, procedures or processes. Untimely response/decision could lead to serious injury, or legal or financial liability.
<b>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</b>
Job requires: No supervision or management of staff.
<b>15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives</b>
Job requires: Obtaining support and cooperation from citizens and outside groups to accomplish objectives.
<b>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</b>
Job requires the ability to: Handle stress associated with having to work with other people who are in distress.