

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS									
City of Virginia Beach, VA									
Job Title:	Family Services Specialist I				Position Number(PCN):	B.006457.1			
Div./Office:	HSD 401 Child Services	Approver's Name							
Date of Last Update:	October 30, 2023	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:	Yes	VCIN Background:	No		
		CJS Certification:	No	PREA Certification:	No	Subject to Barrier Crime Provisions:	Yes		
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	Element	Duration
Standing		Frequent	Short	Working Outside: in all weather conditions		N/A	N/A		
Walking		Frequent	Short	Working Alone: out of communication w/others		N/A	N/A		
Sitting		Frequent	Substantial	Extreme Temperatures	N/A	N/A	N/A		
Reaching	Lower than shoulder level	Occasional	Short	Extreme Wetness		N/A	N/A		
Lifting	Up to 10 lbs.	Frequent	Short	Extreme Dryness		N/A	N/A		
Carrying	Weight: Up to 10 lbs.	Occasional	Short	Exposure to Traffic	N/A	N/A	N/A		
	Distance: Up to 10 ft.	Occasional	Short	Congested Area/Workspace		N/A	N/A		
Pushing	Estimated weight-resistance equivalency			Confined Space- Permit REQUIRED		N/A	N/A		
	Up to 10 lbs.	Occasional	Short	Working Below Ground		N/A	N/A		
Pulling	Estimated weight-resistance equivalency			Working at Heights (ft.)	N/A	N/A	N/A		
	Up to 10 lbs.	Occasional	Short	Noise Level: > 85 decibels TWA for 8 hrs.		N/A	N/A		
Working Overhead	N/A	N/A	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	N/A	Dust / Dirt / Particulate		N/A	N/A		
Climbing Ladders	Frequent	Short		Radiation		N/A	N/A		
Balancing	N/A	N/A		Silica/Fiberglass		N/A	N/A		
Stooping	Occasional	Short		Asbestos		N/A	N/A		
Kneeling/Squatting	Occasional	Short		Aerosols & Gases	N/A	N/A	N/A		
Bending	Occasional	Short		Hazardous Materials /Chemicals		N/A	undefined	undefined	
Crawling	N/A	N/A		Petroleum Products	N/A	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		Infectious Diseases Exposure Type(s):	Ex- Repair sewer pipes; empty residence trash cans.				
Repetitive Limb Movement	Fingers/Wrist	Frequent	Substantial	Symbols:		< equal to or less than	< less than		
				> equal to or greater than		> greater than			
Dexterity	Use of computer keyboard	Frequent	Substantial						
	Handwriting	Frequent	Short						
Repetitive Twisting	Wrist/Elbow	Frequent	Short						
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	Frequent	Moderate	Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	Frequent	Moderate	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	Seldom	
					More than 8 hours/day	Seldom	
					More than 5 consecutive days	Seldom	
Voice	One-on-One	Frequent	Short	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.

1 Comprehend Verbal Communication - Understand information and directions which are provided verbally
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.
2 Communicate Orally - Verbally express thoughts and directions
Job requires: Explaining and interpreting specialized, and sometimes sensitive, information to co-workers, customers, citizen groups or higher officials.
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.
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.
4 Written Communication Skills - Express thoughts and directions in writing
Job requires: Written explanation and interpretation of specialized information to other City agencies, customers, higher officials and authorities.
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: Entry or learning level tasks that vary little from day to day.
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 a variety of individuals or groups outside the immediate unit/agency to collaborate on issues or 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: Some decision making in duties such as troubleshooting where observation/judgement occurs and then a selection is made from a number of possible options for resolution.
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties
Job requires the ability to: Remember basic procedures or steps and recall them to carry out routine, repetitive tasks.
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 adjust to non-typical conditions or situations where a new or different process/procedure must be utilized to accomplish work.
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 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.
13 Reaction Time - Describes work that requires an immediate response or decision
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.
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: No supervision or management of staff.
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives
Job requires: Obtaining support and cooperation from citizens and outside groups to accomplish 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: Handle stress associated with having to work with other people who are in distress.