

| PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS<br>City of Virginia Beach, VA  |  |                    |             |   |  |   |             |                |  |
|--|--|--------------------|-------------|---|--|---|-------------|----------------|--|
| Job Title:   | BH/DS Behavior Specialist I                    |                    |             |   |  | Position Number(PCN):                               | B.006805    |                |  |
| Div./Office:   | HSD 215 Indian River Road ICF                  | Approver's Name    |             |   |  |   |             |                |  |
| Date of Last Update:   | February 26, 2024                              | Approver's Title   |             |   |  |   |             |                |  |
| <b>Fields to the right (Y/N): The position's status AND if the background check must be passed by the incumbent</b>                                      |  | 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       |  |
| <b>Standing</b>  |  | Occasional         | Short       |   | <b>Working Outside:</b> in all weather conditions    |   | N/A         | N/A            |  |
| <b>Walking</b>   |  | Occasional         | Short       |   | <b>Working Alone:</b> out of communication w/others  |   | N/A         | N/A            |  |
| <b>Sitting</b>   |  | Frequent           | Substantial |   | <b>Extreme Temperatures</b>                          | N/A   | N/A         | N/A            |  |
| <b>Reaching</b>  | Lower than shoulder level                      | Occasional         | Short       |   | <b>Extreme Wetness</b>                               | N/A   | N/A         | N/A            |  |
| <b>Lifting</b>   | Up to 50 lbs.                                  | Occasional         | Short       |   | <b>Extreme Dryness</b>                               | N/A   | N/A         | N/A            |  |
|  | Over 50 lbs. w/assistance                      | Occasional         | Short       |   | <b>Exposure to Traffic</b>                           | N/A   | N/A         | N/A            |  |
| <b>Carrying</b>  | <b>Weight:</b> Up to 50 lbs.                   | Occasional         | Short       |   | <b>Congested Area/Workspace</b>                      | N/A   | N/A         | N/A            |  |
|  | <b>Distance:</b> Up to 10 ft.                  | Occasional         | Short       |   | <b>Confined Space-</b> Permit REQUIRED               | N/A   | N/A         | N/A            |  |
| <b>Pushing</b>   | <b>Estimated weight-resistance equivalency</b> |                    |             |   | <b>Working Below Ground</b>                          |   | N/A         | N/A            |  |
|  | Up to 50 lbs.                                  | Occasional         | Short       |   | <b>Working at Heights (ft.)</b>                      | N/A   | N/A         | N/A            |  |
| <b>Pulling</b>   | Up to 50 lbs.                                  | Occasional         | Short       |   | <b>Noise Level:</b> > 85 decibels TWA for 8 hrs.     | N/A   | N/A         | N/A            |  |
|  | N/A  | N/A                | N/A         |   | <b>Vibrations</b>                                    | N/A   | N/A         | N/A            |  |
| <b>Working Overhead</b>  | <b>Weight:</b> N/A                             | N/A                | N/A         |   | Body area(s): Ex- Trunk, shoulders, arms, and hands. |   |             |                |  |
| <b>Climbing Stairs</b>   | N/A  | N/A                | N/A         |   | <b>Dust / Dirt / Particulate</b>                     |   | N/A         | N/A            |  |
| <b>Climbing Ladders</b>  | N/A  | N/A                | N/A         |   | <b>Radiation</b>                                     |   | N/A         | N/A            |  |
| <b>Balancing</b>   | N/A  | N/A                | N/A         |   | <b>Silica/Fiberglass</b>                             |   | N/A         | N/A            |  |
| <b>Stooping</b>  | Occasional                                     | Short              |             |   | <b>Asbestos</b>                                      |   | N/A         | N/A            |  |
| <b>Kneeling/Squatting</b>  | Occasional                                     | Short              |             |   | <b>Aerosols &amp; Gases</b>                          | N/A   | N/A         | N/A            |  |
| <b>Bending</b>   | Occasional                                     | Short              |             |   | <b>Hazardous Materials /Chemicals</b>                |   | N/A         | undefined      |  |
| <b>Crawling</b>  | N/A  | N/A                |             |   | <b>Petroleum Products</b>                            |   | N/A         | N/A            |  |
| <b>Explosive Strength:</b> Short bursts of muscle force to propel oneself.   | N/A  | N/A                |             |   | <b>Electrical Hazard</b>                             |   | N/A         | N/A            |  |
| <b>Trunk Strength:</b> Use of abdominal and lower back muscles.  | N/A  | N/A                |             |   | <b>Fire Hazard</b>                                   |   | N/A         | N/A            |  |
| <b>Dynamic Strength:</b> Use of muscle force repeatedly or continuously & resistant to fatigue.  | N/A  | N/A                |             |   | <b>Infectious Diseases Exposure Type(s):</b>         | Communicable diseases                               | Occasional  | Short          |  |
|  |  |                    |             |   |  | Air/Blood-borne pathogens                           | Occasional  | Short          |  |
| <b>Repetitive Limb Movement</b>  | Fingers/Wrist                                  | Frequent           | Substantial |   | <b>Symbols:</b>                                      | Ex- Repair sewer pipes; empty residence trash cans. |             |                |  |
|  |  |                    |             |   |  | < equal to or less than                             | < less than |                |  |
| <b>Dexterity</b>   | Use of computer keyboard                       | Frequent           | Substantial |   |  | > equal to or greater than                          |             | > greater than |  |
|  | Handwriting                                    | Frequent           | Short       |   |  |   |             |                |  |
| <b>Repetitive Twisting</b>   | Wrist/Elbow                                    | Frequent           | Short       |   |  |   |             |                |  |
|  |  |                    |             |   |  |   |             |                |  |
| <b>Awkward Positions &amp; Motions</b>   | 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     |             |
| Voice  | One-on-One                                      | Frequent  | Short    |   | 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             | Occasional | Short       |
|  |   |           |          |   | Bus < 16 capacity            | Occasional | Short       |
|  |   |           |          | 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                       | Frequent  | 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           | 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.**

|   |
|---|
| <b>1 Comprehend Verbal Communication - Understand information and directions which are provided verbally</b>  |
| Job requires the ability to understand and follow:<br>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:<br>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:<br>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:<br>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:<br>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:<br>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:<br>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:<br>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.   |
| <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:<br>Remember laws, codes, policies, procedures, etc., which are somewhat repetitive from day to day.  |
| <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:<br>To adjust normal schedule or assume responsibility for tasks outside the normal set of duties.   |
| <b>11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties</b>  |
| Job tasks are:<br>Varied, lengthy, and require considerable focus. Lapses may result in injury or legal or financial liability.   |
| <b>12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks</b>  |
| Job tasks:<br>Involve investigation, inspection, auditing, or observation. 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:<br>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:<br>No supervision or management of staff.   |
| <b>15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives</b>  |
| Job requires:<br>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:<br>Tolerate typical work stressors such as deadlines or conflict and maintain composure.   |