

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS										
City of Virginia Beach, VA										
Job Title:	Administrative Specialist II				Position Number(PCN):		B.008068			
Div./Office:	CUL 190 Cultural Affairs		Approver's Name							
Date of Last Update:	August 29, 2024		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:	Yes	Child Protective Services (CPS) Background:		No	VCIN Background:		No
			CJIS Certification:	No	PREA Certification:		No	Subject to Barrier Crime Provisions:		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			Lower than shoulder level	Occasional	Short	Extreme Wetness			N/A	N/A
Lifting			Up to 10 lbs.	Occasional	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					
Pushing			Estimated weight-resistance equivalency		Congested Area/Workspace			N/A	N/A	
			Up to 10 lbs.	Occasional	Short	Confined Space- Permit REQUIRED			N/A	N/A
Pulling			Estimated weight-resistance equivalency		Working Below Ground			N/A	N/A	
			Up to 10 lbs.	Occasional	Short	Working at Heights (ft.)		N/A	N/A	N/A
Working Overhead			N/A	N/A	N/A	Noise Level: > 85 decibels TWA for 8 hrs.		N/A	N/A	N/A
			Weight: N/A	N/A	N/A					
Climbing Stairs			N/A	N/A	Vibrations		N/A	N/A	N/A	N/A
Climbing Ladders			N/A	N/A						
Balancing			N/A	N/A	Body area(s):		Ex- Trunk, shoulders, arms, and hands.			
Stooping			Occasional	Short	Dust / Dirt / Particulate			N/A	N/A	
Kneeling/Squatting			Occasional	Short	Radiation			N/A	N/A	
Bending			Occasional	Short	Silica/Fiberglass			N/A	N/A	
Crawling			N/A	N/A	Asbestos			N/A	N/A	
Explosive Strength: Short bursts of muscle force to propel oneself.			N/A	N/A	Aerosols & Gases		N/A	N/A	N/A	N/A
			N/A	N/A	Hazardous Materials /Chemicals			N/A	undefined	undefined
Trunk Strength: Use of abdominal and lower back muscles.										
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			N/A	N/A	Petroleum Products		N/A	N/A	N/A	N/A
Repetitive Limb Movement			Fingers/Wrist	Frequent	Substantial	Electrical Hazard			N/A	N/A
						Fire Hazard			N/A	N/A
Dexterity			Use of computer keyboard	Frequent	Substantial	Infectious Diseases Exposure		N/A	N/A	N/A
			Handwriting	Frequent	Short					
Repetitive Twisting			Wrist/Elbow	Frequent	Short	Type(s):			Ex- Repair sewer pipes; empty residence trash cans.	
						Symbols:		< equal to or less than	< less than	
Awkward Positions & Motions			N/A	N/A	N/A			> equal to or greater than	> greater than	

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	
					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	N/A	N/A	N/A
Respiration Protection	N/A	N/A	N/A		Heavy Equipment	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		Hand Tools and Instruments	N/A	N/A	N/A
Foot Protection	N/A	N/A	N/A		Office Machines & Equipment	Computer	Frequent	Substantial
						Printer/Copier/Fax	Occasional	Short
Body, Arm, and Leg Protection	N/A	N/A	N/A					
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:	
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 in the form of formal reports of a highly specialized or technical nature. Guidance and clarification are typically available.	
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 a fast paced environment where the work is predictable.	
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 individuals or groups to collaborate on detailed, sensitive, or highly technical 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:	
Considerable reasoning and decision making. Issues and/or data are interpreted and evaluated, alternatives are evaluated, and recommendations are made for resolution of issues.	
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 information from broad bodies of knowledge (engineering, psychology, biology, law, etc.) and apply it to projects and assignments.	
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 investigation, inspection, auditing, or observation. 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 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:	
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 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:	
Handle stress associated with having to work with other people who are in distress.	