

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA										
Job Title:	Pretrial Probation Officer					Position Number(PCN):	G.040037			
Div./Office:	HSD 951 Community Corrections and PreTrial Services		Approver's Name							
Date of Last Update:	January 08, 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:		No		VCIN Background:		Yes
CJIS Certification:		No		PREA Certification:		No		Subject to Barrier Crime Provisions:		No
<b>REQUIREMENTS</b>										
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.										
<b>Physical Demands</b>					<b>Working Conditions</b>					
<b>Element</b>	<b>Condition/Level/Value</b>	<b>Frequency</b>	<b>Duration</b>		<b>Element</b>	<b>Condition/Level/Value</b>	<b>Frequency</b>	<b>Duration</b>		
<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		
<b>Lifting</b>	Up to 10 lbs.	Occasional	Short		<b>Extreme Dryness</b>		N/A	N/A		
					<b>Exposure to Traffic</b>		N/A	N/A	N/A	
<b>Carrying</b>	<b>Weight:</b> Up to 10 lbs.	Occasional	Short		<b>Congested Area/Workspace</b>		N/A	N/A		
	<b>Distance:</b> Up to 25 ft.	Occasional	Short		<b>Confined Space-</b> Permit REQUIRED		N/A	N/A		
<b>Pushing</b>	<b>Estimated weight-resistance equivalency</b>				<b>Working Below Ground</b>		N/A	N/A		
	Up to 25 lbs.	Occasional	Short		<b>Working at Heights (ft.)</b>	N/A	N/A	N/A		
<b>Pulling</b>	Up to 25 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		<b>Dust / Dirt / Particulate</b>		N/A	N/A		
<b>Climbing Ladders</b>		N/A	N/A		<b>Radiation</b>		N/A	N/A		
<b>Balancing</b>		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	N/A	
<b>Crawling</b>		N/A	N/A		<b>Petroleum Products</b>		N/A	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>	Ex- Repair sewer pipes; empty residence trash cans.				
<b>Repetitive Limb Movement</b>	Fingers/Wrist	Frequent	Substantial			<b>Symbols:</b>	< equal to or less than	< less than		
	Arm/Shoulder	Frequent	Short		> equal to or greater than		> greater than			
<b>Dexterity</b>	Use of computer keyboard	Frequent	Substantial							
	Handwriting	Frequent	Short							
<b>Repetitive Twisting</b>	Wrist/Elbow	Frequent	Short							
	Shoulder	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	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	Seldom	
					More than 8 hours/day	Seldom	
Voice	Presentations	Occasional	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	N/A	N/A	N/A
				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 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		
	N/A						
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: Detailed information from a supervisor, a customer, or trainer/instructor which is necessary to the successful performance of job duties.
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: Detailed written material in the form of informational reports, memos, articles, plans and drawings to be used in performing duties.
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 fully functional independent 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 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 laws, codes, policies, procedures, etc., which are somewhat repetitive from day to day.
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 normal schedule or assume responsibility for tasks outside the normal set of duties.
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties
Job tasks are: Varied and typically short in duration requiring only limited 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: No supervision or management of staff.
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives
Job requires: Obtaining support from other work 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.