

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA									
Job Title:	Public Safety Clinical Coordinator					Position Number:	P13071		
Sup Org:	EMS-Admin and Executive	Approver's Name							
Date of Last Update:	September 09, 2026	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	
		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 25 ft.	Occasional	Short					
Pushing	Estimated weight-resistance equivalency				Congested Area/Workspace			N/A	N/A
	N/A		N/A	N/A	Confined Space- Permit REQUIRED			N/A	N/A
Pulling	Estimated weight-resistance equivalency				Working Below Ground			N/A	N/A
	N/A		N/A	N/A	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
	Weight:	N/A	N/A	N/A					
Climbing Stairs			N/A	N/A	Vibrations	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			N/A	N/A	Dust / Dirt / Particulate			N/A	N/A
Kneeling/Squatting			N/A	N/A	Radiation			N/A	N/A
Bending			N/A	N/A	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
Trunk Strength: Use of abdominal and lower back muscles.			N/A	N/A	Hazardous Materials /Chemicals			N/A	undefined
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			N/A	N/A	Petroleum Products	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 Type(s):	N/A		N/A	N/A
	Handwriting		Occasional	Short					
Repetitive Twisting	N/A		N/A	N/A	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	Constant	Moderate		Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	Constant	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	Occasional	
						More than 8 hours/day	Occasional	
						More than 5 consecutive days	Seldom	
Voice	Speaks to groups	Frequent	Moderate		Telework Eligible	Yes		
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
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 Protection	N/A	N/A	N/A		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	Seldom	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:	
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:	
Substantial reasoning and decision making. Research and evaluation are conducted, broad theories and principals are applied to the development of a recommended solution.	
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 be adaptable in assessing customer/client needs and tailoring a non-typical solution.	
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties	
Job tasks are:	
Varied, lengthy, and require considerable focus. Lapses may result in injury or legal or financial liability.	
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:	
Tolerate highest levels of stress resulting from complex situations; requires maintaining personal composure and initiating remedial action to alleviate stress for others.	