

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA									
Job Title:	Convention and Tourism Representative II					Position Number:	P1754		
Sup Org:	CVB-Convention Marketing	Approver's Name	Jeanne DeCant						
Date of Last Update:	December 01, 2023	Approver's Title	Human Resource Business Partner II						
		Reviewer's Name	Jeanne M. DeCant						
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:	No	VCIN Background:	No		
		CJS 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	Substantial	Working Outside: in all weather conditions			Seldom	Moderate
Walking			Occasional	Short	Working Alone: out of communication w/others			Seldom	Short
Sitting			Frequent	Substantial	Extreme Temperatures	N/A		N/A	N/A
Reaching	N/A		N/A	N/A					
Lifting	Up to 25 lbs.		Seldom	Short	Extreme Wetness			N/A	N/A
					Extreme Dryness			N/A	N/A
Carrying	Weight:	Up to 25 lbs.	Seldom	Short	Exposure to Traffic	N/A		N/A	N/A
	Distance:	Up to 25 ft.	Seldom	Short					
Pushing	Estimated weight-resistance equivalency				Congested Area/Workspace			N/A	N/A
	Up to 25 lbs.		Seldom	Short	Confined Space- Permit REQUIRED			N/A	N/A
Pulling	Estimated weight-resistance equivalency				Working Below Ground			N/A	N/A
	Up to 25 lbs.		Seldom	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
	Weight:	N/A	N/A	N/A					
Climbing Stairs			Seldom	Short	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
									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		Frequent	Substantial					
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	Long		Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	Constant	Long		Other Hazards	N/A	N/A	N/A
Smell	N/A	N/A	N/A		Hours Worked	More than 40 hours/week	Occasional	
							More than 8 hours/day	
Touch	N/A	N/A	N/A			More than 5 consecutive days	Seldom	
Voice	Presentations	Occasional	Short		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	Substantial
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
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:	The Convention and Visitors Bureau (CVB) is in the hospitality industry. There will be occasional events where it will be "all hands on deck" that will require assistance w/shuttles, tradeshow, familiarization tours with clients, etc. These events may require extended periods of time where certain physical requirements (e.g. standing, walking, etc.) will be out of the ordinary (e.g. up to 12 hours over 3-4 days) and may require working outside of the normal office work environment (outside)							
Use this area to log the changes you have made to the Working Condition Summary in the following format: Date - Section & changes made - Your Name.:	11-30-23 Annual Review Working Conditions – Telework Eligible – K Kephart							

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 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 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:	
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 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, 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 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 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 typical work stressors such as deadlines or conflict and maintain composure.	