PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS
City of Virginia Beach, VA

Job Title:	Human Services Supervisor I	Position Number:	P3941
Sup Org:	DHS-Child Welfare-Foster Care	Approver's Name	
Date of Last Update:	May 05, 2023	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:	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

Element	Condition/Level/Value	Frequency	Duration
Standing		Frequent	Short
Walking		Frequent	Short
Sitting		Frequent	Substantial
Reaching	N/A	N/A	N/A
Lifting	N/A	N/A	N/A
Carrying	**Weight:** N/A	N/A	N/A
	Distance: N/A	N/A	N/A
Pushing	**Estimated weight-resistance equivalency**		
	N/A	N/A	N/A
Pulling	**Estimated weight-resistance equivalency**		
	N/A	N/A	N/A
Working Overhead	N/A	N/A	N/A
	Weight: N/A	N/A	N/A
Climbing Stairs		Frequent	Short
Climbing Ladders		N/A	N/A
Balancing		N/A	N/A
Stooping		N/A	N/A
Kneeling/Squatting		N/A	N/A
Bending		N/A	N/A
Crawling		N/A	N/A
Explosive Strength: Short bursts of muscle force to propel oneself.		N/A	N/A
Trunk Strength: Use of abdominal and lower back muscles.		N/A	N/A
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.		N/A	N/A
Repetitive Limb Movement	Fingers/Wrist	Frequent	Moderate
Dexterity	Use of computer keyboard	Frequent	Moderate
	Handwriting	Frequent	Moderate
Repetitive Twisting	N/A	N/A	N/A
Awkward Positions & Motions	N/A	N/A	N/A

Working Conditions

Element	Condition/Level/Value	Frequency	Duration
Working Outside: in all weather conditions		N/A	N/A
Working Alone: out of communication w/others		N/A	N/A
Extreme Temperatures	N/A	N/A	N/A
Extreme Wetness		N/A	N/A
Extreme Dryness		N/A	N/A
Exposure to Traffic	N/A	N/A	N/A
Congested Area/Workspace		N/A	N/A
Confined Space- Permit REQUIRED		N/A	N/A
Working Below Ground		N/A	N/A
Working at Heights (ft.)	N/A	N/A	N/A
Noise Level: > 85 decibels TWA for 8 hrs.	N/A	N/A	N/A
Vibrations	N/A	N/A	N/A
	Body area(s): Ex- Trunk, shoulders, arms, and hands.		
Dust / Dirt / Particulate		N/A	N/A
Radiation		N/A	N/A
Silica/Fiberglass		N/A	N/A
Asbestos		N/A	N/A
Aerosols & Gases	N/A	N/A	N/A
Hazardous Materials /Chemicals		N/A	
		undefined	
		undefined	
Petroleum Products	N/A	N/A	N/A
Electrical Hazard		N/A	N/A
Fire Hazard		N/A	N/A
Infectious Diseases Exposure Type(s):	N/A	N/A	N/A
	Ex- Repair sewer pipes; empty residence trash cans.		
Symbols:	< equal to or less than	< less than	
	> 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	N/A	N/A		**Hazardous Surfaces**	N/A	N/A	N/A
					Other Hazards	N/A	N/A	N/A
Hearing	Conversational level	N/A	N/A					
Smell	N/A	N/A	N/A					
					Hours Worked	More than 40 hours/week	Frequent	
						More than 8 hours/day	Frequent	
Touch	N/A	N/A	N/A			More than 5 consecutive days	Frequent	
					Telework Eligible	No		
Voice	Presentations	N/A	N/A					

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
					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-Held Power Tools	N/A	N/A	N/A
Hand Protection	Medical grade exam gloves	Seldom	Short					
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	Moderate
						Printer/Copier/Fax	Frequent	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 interpretation of vision and strategy is required to develop policy and/or course of 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 where significant interpretation and evaluation are required to successfully apply content without guidance.
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 complex tasks with little predictability as to their occurrence; tasks which are unlikely to reoccur.
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 diverse citizen groups, government officials, and/or business leaders exchanging sensitive information or completing complex 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 independent decision making and reasoning in applying abstract principles to solve complex conceptual issues and render decisions having impact of the highest magnitude on City operations and/or budget. Job is limited only by budget and policy stipulations.
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties
Job requires the ability to:
Memorize complex procedures, policies, and laws, and recall and apply to difficult issues or develop innovative strategies or work products.
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 change complex procedures to accommodate requirements of higher authorities.
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 situations outside of 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:
Supervision of a small group of employees (5 or less).
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives
Job requires:
Working with diverse groups; must obtain consensus on complex issues or policies from a variety of groups or individuals to complete work satisfactorily.
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.