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

Job Title:	Administrative Specialist I	Position Number:	P7539
Sup Org:	DHS-Quality Improvement	Approver's Name	
Date of Last Update:	January 24, 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:	No	VCIN Background:	No
	CJIS Certification:	No	PREA Certification:	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

Element	Condition/Level/Value	Frequency	Duration
Standing		Occasional	Short
Walking		Occasional	Short
Sitting		Frequent	Substantial
Reaching	Lower than shoulder level	Occasional	Short
Lifting	Up to 10 lbs.	Occasional	Short
Carrying	**Weight:** Up to 10 lbs.	Occasional	Short
	Distance: Up to 10 ft.	Occasional	Short
Pushing	**Estimated weight-resistance equivalency**		
	Up to 10 lbs.	Occasional	Short
Pulling	**Estimated weight-resistance equivalency**		
	Up to 10 lbs.	Occasional	Short
Working Overhead	N/A	N/A	N/A
	Weight: N/A	N/A	N/A
Climbing Stairs		N/A	N/A
Climbing Ladders		N/A	N/A
Balancing		N/A	N/A
Stooping		Occasional	Short
Kneeling/Squatting		Occasional	Short
Bending		Occasional	Short
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	Substantial
Dexterity	Use of computer keyboard	Frequent	Substantial
	Handwriting	Frequent	Short
Repetitive Twisting	Wrist/Elbow	Frequent	Short
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			
Element	**Condition/Level/Value**	**Frequency**	**Duration**
Vision	20/40 w/correction	Frequent	Moderate
Hearing	Conversational level	Frequent	Moderate
Smell	N/A	N/A	N/A
Touch	N/A	N/A	N/A
Voice	One-on-One	Frequent	Short

Working Conditions (cont.)			
Element	**Condition/Level/Value**	**Frequency**	**Duration**
Hazardous Surfaces	N/A	N/A	N/A
Other Hazards	N/A	N/A	N/A
Hours Worked	More than 40 hours/week	Seldom	
	More than 8 hours/day	Seldom	
	More than 5 consecutive days	Seldom	
Telework Eligible	No		

Personal Protective Equipment (PPE)			
Category	**Type**	**Frequency**	**Duration**
Eye and Face Protection	N/A	N/A	N/A
Respiration Protection	N/A	N/A	N/A
Hearing Protection	N/A	N/A	N/A
Head Protection	N/A	N/A	N/A
Hand Protection	N/A	N/A	N/A
Foot Protection	N/A	N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A

Equipment Operation & Use			
Category	**Type**	**Frequency**	**Duration**
Motor Vehicles	Sedan/Pickup/Van	Seldom	Short
Heavy Equipment	N/A	N/A	N/A
Other Equipment or Machinery	N/A	N/A	N/A
Hand-Held Power Tools	N/A	N/A	N/A
Hand Tools and Instruments	N/A	N/A	N/A
Office Machines & Equipment	Computer	Frequent	Substantial
	Printer/Copier/Fax	Occasional	Short

Operator License	
NOTE: If CDL is required, show CDL Class in element to right.	Type
	Standard Driver's License

Commercial Driver's License	
VA DMV requires: 20/40 in each eye w/o telescopic lens & =140° horizontal vision.	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:
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 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 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 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.