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

| | | | |
|---|---|---|---|
| Job Title: | HRIS Technician III | Position Number: | P9691 |
| Sup Org: | HRD-Staffing and Compensation | Approver's Name | |
| Date of Last Update: | January 29, 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: | No | 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**

| 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 25 ft. | Occasional | Short |
| **Pushing** | **Estimated weight-resistance equivalency** | | | |
| | Up to 25 lbs. | | Occasional | Short |
| **Pulling** | **Estimated weight-resistance equivalency** | | | |
| | Up to 25 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 | Moderate |
| | Arm/Shoulder | | Frequent | Short |
| **Dexterity** | Use of computer keyboard | | Frequent | Substantial |
| | Handwriting | | Frequent | Short |
| **Repetitive Twisting** | Wrist/Elbow | | Frequent | Short |
| | Shoulder | | 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 | N/A | N/A | |
| | | | | |
| | | | | |
| | | | | |
| **Hearing** | Conversational level | N/A | N/A | |
| **Smell** | N/A | N/A | N/A | |
| | | | | |
| | | | | |
| **Touch** | N/A | N/A | N/A | |
| | | | | |
| **Voice** | One-on-One | N/A | N/A | |

| 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 | |
| | | | |
| **Telework Eligible** | Yes | | |

| 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** | N/A | N/A | N/A |
| | | | |
| **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 | Constant | Substantial |
| | Printer/Copier/Fax | Occasional | Short |
| | | | |

| Operator License | |
|---|---|
| NOTE: If CDL is required, show CDL Class in element to right. | Type |
| | N/A |
| | |
| | |

| 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: |
| Detailed information gained from an interview or investigation where interpretation and evaluation are required to make a judgement on the accuracy of the information and the appropriate course of action. |
| 2 Communicate Orally - Verbally express thoughts and directions |
| Job requires: |
| Communicating specialized information to co-workers, supervisors or customers. |
| 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 written information providing specialized information in the form of a letter, memo or report. |
| 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 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 others outside of the immediate work unit/agency, typically one-on-one, responding to inquiries or responding to requests for services. |
| 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 numerous calculations, extensive data entry, or are manual but varied and require considerable skill. Inattention to detail could result in misleading reports or operational delays. |
| 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. 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: |
| Tolerate typical work stressors such as deadlines or conflict and maintain composure. |