



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
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Employee :

Claim # :

JOB ANALYSIS

Job Title:	Security Officer		
Department:	Executive Services	Division:	Facilities Maintenance
DOT Title:	Security Guard	DOT #:	372.667-038
SVP:	3	Requestor:	Teresa Fager
Worksite Address:	500 4 th Ave, Suite 800 Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Collin Sanders 206-450-1261 collin.sanders@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS	Analysis Date:	10/17/17
Update Analyst:		Update Date:	

On-Site Interview Representative

JOB DUTIES:

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Job Specific Requirements:

Responsible for safeguarding assigned property or facilities against any possible loss or damage from theft, fire, vandalism or other causes. Security is provided 365 days a year, 24 hrs. per day.

Essential Functions:

1. Safeguards County property against damage or loss, performs money escorts, safeguards county employees and authorized persons, controls ingress and egress of assigned county premises and provides escort service to County employees to ensure their safety.
2. Performs after-hours weapons screening in Courthouses and checks in legal weapons pursuant to Court Order.
3. Handles disturbances, unruly or threatening persons, removes trespassers or unauthorized individuals from assigned County premises, removes or detains hostile or aggressive individuals threatening the public, County employees or property by using the degree of force necessary. Interaction with potentially hostile persons may include the need for self-defense, physically restraining persons and forcibly removing persons from the premises.
4. Makes security checks of assigned premises, checks doors, windows, building perimeters and makes reports of criminal activity and unusual or unsafe conditions.
5. Staffs security desks and maintains a log of all activity on a given shift, monitors building fire alarm systems, monitors and operates (closed circuit television (CCTV) surveillance systems, monitors duress alarms, operates Access Control CPU systems and dispatches Facilities and Court Security Officers via 800 MHz. Radio.



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6. Handles after hours building emergency repair requests, referring them to the appropriate authority.
7. Evaluates observed or reported incidents, prepares accurate, comprehensive activity logs, incident reports, service reports and provides documentation of problems and security concerns.
8. Enforces building operation and safety regulations.
9. Checks work-release persons in and out of the courthouse and monitors their elevator travel to and from the work-release facility.
10. Drives to and from various King County buildings using a County vehicle with an automatic transmission.
11. Raises and lowers the flags outside of County buildings.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

Graduation from a state-certified law enforcement or public safety academy and the ability to communicate clearly both orally and in writing. Knowledge of police defensive tactics and use of force, criminal and civil legal protections for persons and property. Computer experience with a variety of programs and applications is beneficial. At the time of appointment, the applicant must possess a valid Washington State driver's license or the ability to travel throughout King County in a timely manner using a variety of County vehicles. Applicants who possess the most competitive background will undergo a thorough background investigation and the selected candidate must pass a physical examination. Ability to address confrontational situations with verbal restraint and physical force if necessary. Upon hire the employee must successfully complete first aid and CPR training. Security Officers must be able to be on duty with radio while on breaks and meals.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Two-way radio, money bag, closed circuit television (CCTV), copy machine, x-ray machine, digital video recorder, video alarm recorders, flashlight, pen and pencil, barricades, magnetometers, metal detector wand, stanchions and a County vehicle with an automatic transmission.

Pepper spray, wooden baton, computer, life pack, and a first aid kit.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/>	Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/>	Part-time
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/>	Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8-10	Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	4-5	Days Per Week
Work Pattern (continued)		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Security is provided 365 days a year, and covers 16-hour to 24-hour time periods depending upon the needs of the building. As a rule, Security personnel are assigned to work 8-10 hour shifts.

This job is classified as LIGHT by the US Department of Labor but adjusted to MEDIUM for this position.



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Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-15				Up to 10 sec./time, 30 min. with weights of 1-15 pounds while performing bag searches and moving stanchions as well as manipulating bins, pepper spray, 2-way radio, hand wand, money bag and flashlight.
Lifting waist–shoulder		1-15				Up to 10 sec./time, 30 min. with weights of 1-15 pounds while performing bag searches and moving stanchions as well as manipulating bins, pepper spray, 2-way radio, hand wand, money bag and flashlight.
Lifting above shoulder		1-15				Up to 5 sec./time, 2 min total while placing/removing books off of upper shelf and equipment in upper bins.
Carry (Distance/Surface)		1-15			1-5	Up to 8 blocks./time, 7hrs. total with weights of 1-5 pounds while carrying a two-way radio, floor signs flashlight, pepper spray, hand wand and moneybag. Rarely move a 15 lb. stanchion.
Pushing/Pulling (Distance/Surface)		25				Up to 50', 1 min./time with a force of up to 25 lbs., up to 10 minutes while opening and closing doors, manipulating bags, moving a magnetometer and moving stanchions. On a rare occasion the employee may need to forcefully remove persons from the premises or pull a person to safety in an emergency situation.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2 hrs./time, 7 hrs. total in a work shift while dispatching and working at the courthouse security desk. *Can sit or stand as needed on most occasions.
Standing					X*	Up to 2 hrs./time, 7 hrs. total while monitoring doors during emergency building closures and operating x-ray machines for weapons screening. *The employee can sit or stand as needed on most occasions.
Walking					X	Up to 8 blocks/time, 6 hrs. total while performing rover, lockdown, open up, perimeter patrols and escort duties. Must be able to respond to other buildings to provide assistance to back up other officers.
Perform Work on Ladders		X				Rarely on a ladder to heights of up to 10' for up to 15 sec./time, 30. sec total while climbing a ladder to access a rooftop.
Climbing		X				Rarely on a ladder to heights of up to 10' for up to 15 sec./time, 30. sec total while climbing a ladder to access a rooftop.



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	N	S	O	F	C	
Balancing		X				Up to 5 min./time, 30 min. total while raising the flags outside of county buildings on uneven surfaces, walking on wet floors, escorting maintenance personnel to building rooftops and performing perimeter checks in inclement weather.
Stooping / Bending		X				On flat cement, linoleum and carpeted surfaces for up to 5 sec./time, 5 min. total while inspecting low areas, performing first aid, using the hand held metal detector, and accessing door locks at floor level.
Twisting at Neck					X	Up to 2 hrs./time, 7 hrs. total while driving (roaming vehicle patrols), observing behavior, performing x-ray duties, checking bags and reviewing monitors.
Twisting at Waist		X				On flat cement, linoleum and carpeted surfaces for up to 5 sec./time, 5 min. total while inspecting low areas, performing first aid, using the hand held metal detector, and accessing door locks at floor level.
Squatting / Kneeling		X				Up to 5 sec./time, 5 min. total while inspecting low areas, using the hand-held metal detector, and accessing door locks at floor level. *On an extremely rare occasion, up to 20 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while performing first aid or CPR.
Crawling	X					
Reach waist to shoulder			X			Up to 30 sec./time, 2 hr. total while reaching for objects on upper shelves, reaching for forms in high bins, raising and lowering flags, using the hand held metal detector, turning on and off surveillance monitors, resetting alarm panels and locking/unlocking revolving doors.
Reach above shoulder			X			Up to 10 sec./ time, 2 hrs. total while using the hand-held metal detector and a flashlight as well as opening/closing, locking/unlocking doors.
Reach below waist			X			Up to 10 min./time 1.5 hrs. total while performing computer duties, typing up reports and completing time sheets.
Keyboarding			X			Up to 1 min./time, 2 hrs. total while using hand wand, manipulating keys, inspecting bags.
Wrist Flexion/Extension			X			Up to 30 min./time, 2.5 hrs. total while using 2-way radio (shoulder mic), pepper spray, flashlight and log books; screening and manipulating property, performing door check, using hand-held metal detector, opening/closing doors.
Handle/Grasp		X				Rarely the employee may need to forcefully remove persons from the premises.
Forceful Grasp			X			Up to 1 hr./time, 2 hrs. total while writing, typing, manipulating keys and completing log sheets.



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	N	S	O	F	C	
Fine Finger Manipulation					X	Up to 2 hrs./time, 8 hrs. total while driving for roving patrol, using a computer mouse and using a joystick to control surveillance cameras. Amount varies upon work assignment.
Hand Controls					X	Up to 2 hrs./time, 8 hrs. total while driving (vehicular roving patrols) as well as when using x-ray belt foot control.
Foot Controls					X	Up to 2 hrs./time up to 8 hrs. total in a work shift while manipulating keys, driving for roving patrols, writing; using a computer, hand wand and telephone.
Repetitive Motion			X			Body Part: Hands (screening) Cycles/hr: 600
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		Up to 1 min./time, 4 hrs. total while dispatching, answering telephone, answering questions from the public and conversing with co-workers. The amount of talking varies upon work assignment.
Hearing					X	Up to 2.5 hrs./time, 9 hrs. total while listening for potential hazards, equipment failure in the fan room, alarms, radio communication and hand wand beeps as well as answering the telephone.
Visual – Near Acuity					X	Computer and security monitors.
Visual – Far Acuity					X	Ensuring safety of facilities, identifying potential dangers
Visual – Depth Perception					X	Ensuring safety of facilities, identifying potential dangers.
Visual – Color Discrimination					X	Reviewing security monitors, identifying and maintaining physical descriptions.
Visual – Accommodation					X	Adjust between near and far acuity when performing screening duties; must be able to look between monitor and people continuously.
Visual – Field of Vision					X	Ensuring safety of facilities, identifying potential dangers.
Exposure to Weather			X			Performing outdoor patrols.
Extreme Cold		X				
Extreme Hot		X				
Wet and / or Humidity		X				
Proximity to Moving Mechanical Parts					X	Driving, being around vehicles when working in downtown area.
Exposure to Explosives		X				Firearm, flares.
Atmospheric Conditions		X				Pepper spray, dust, exhaust fumes, pressure washer mists.
Exposed Heights		X				Ladders, loading docks.
Exposure to Electricity		X				Electrical rooms.
Exposure to Toxic / Caustic Chemicals		X				Cleaning supplies.
Exposure to Radiation				X		X-ray machine



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Physical Demands	Frequency	Activity Description
Noise Intensity	<input type="checkbox"/> Very Quiet <input type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud	Upset persons yelling. Works directly with the general public which may include mentally ill, intoxicated and agitated persons.
Other:		

Analyst's Comments:

Work is performed in multiple King County settings including the Courthouse, various buildings and a homeless shelter, as well as outside, downtown locations with direct interaction with the public and potentially hostile persons. The employee may need to escort persons with firearms to the appropriate firearm storage area in the courthouse. Duties are performed on a 24-hour a day, 365-day a year basis. HVAC systems are shut down during evening and weekend shifts. The employee may escort or forcibly remove persons. They may also be exposed to construction areas.

Possible Employer Modifications:

Update Comments (if applicable):

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Update (if applicable):


 Vocational Consultant _____
 Date 6/20/17

Vocational Consultant _____
 Date _____

Employer Verification:

Employee Verification: (optional)

 Name Date

 Name Date



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MEDICAL PROVIDER:

- I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent basis or temporary basis.
- The employee ***temporarily*** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The employee is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physican
- PCE Therapist
- OT / PT Therapist
- PEP Physician