

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Security Officer **JOB CLASSIFICATION** Security Officer

DOT TITLE Security Guard **DOT NUMBER** 372.667-038

DEPARTMENT Executive Services **DIVISION** Facilities Management

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 70-75

CONTACT'S NAME & TITLE Dave Stamper, Security Chief

CONTACT'S PHONE 206-296-0143

ADDRESS OF WORKSITE

516 Third Avenue
Seattle, WA 98104

VRC NAME Kyle Pletz

DATE COMPLETED 7/17/02

VRC NAME Jeff Casem

DATE REVISED 9/11/09

WORK HOURS

12:00am to 8:00am, 8:00am to 4:00pm, 4:00pm to 12:00am, 5:00am to 1:00pm, 1:00pm to 9:00pm, 6:00am to 2:00pm, 9:00pm to 5:00am, 10:00pm to 6:00am, 6:00am to 4:00pm. 5:30 AM to 1:30 PM, 1:30 PM to 9:30 PM, 9:30 PM to 5:30 AM, 6:15 AM to 2:45 PM, 2:45 PM to 11:15 PM and 4:30 PM to 12:00 AM

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional and rare, up to 16 hours per week.

JOB DESCRIPTION

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, 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-hour shifts.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

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.

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.
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.

NON-ESSENTIAL FUNCTIONS

1. May work at the courthouse information desk between 0800 and 1600 hours on a rare occasion.
2. May fill in for a court Deputy on occasion.

PERSONAL PROTECTIVE EQUIPMENT USED

Asp, pepper spray, wooden baton, computer, life pack, and a first aid kit

OTHER TOOLS & 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.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

On a rare occasion the employee may need to exert medium or heavy force when forcefully removing a person from a building.

Standing

Health Care Provider initials if restricted _____

Continuously on flat cement, linoleum and carpeted surfaces for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while monitoring doors during emergency building closures. The employee can sit or stand as needed on most occasions.

Walking

Health Care Provider initials if restricted _____

Continuously on flat cement, linoleum and carpeted surfaces for distances of up to 8 blocks for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while performing rover, lockdown, open up, perimeter patrols and escort duties.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while dispatching and working at the courthouse security desk. The employee can sit or stand as needed on most occasions.

Climbing stairs

Health Care Provider initials if restricted _____

Rare for up to 12 minutes at a time while climbing up to 12 flights for up to 12 minutes total in a

work shift. Most commonly occurs while responding to a fire alarm, when the freight elevator is not in service, on a rare occasion (approximately once per month).

Climbing

Health Care Provider initials if restricted _____

Rarely on a ladder to heights of up to 10 feet for up to 15 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs while climbing a ladder to access a rooftop.

Balancing

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while raising the flags outside of county buildings on uneven surfaces, walking on wet floors during after-hours custodial maintenance, escorting maintenance personnel to building rooftops and performing perimeter checks in inclement weather.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally to Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while reviewing security monitors in the emergency dispatch center. The employee bends the neck up for up to 3 minutes at a time for up to 1 hour total in a shift when performing rover duties, raising and lowering flags, setting up a magnetometer, climbing ladders, performing perimeter checks and performing interior checks. Amount varies upon work assignment.

Bending neck down

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while completing log entries at the security desk as well as when performing perimeter checks and weapons screening.

Bending/Stooping

Health Care Provider initials if restricted _____

Rare on flat cement, linoleum and carpeted surfaces for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while inspecting low areas, performing first aid, using the hand held metal detector, and accessing door locks at floor level.

Kneeling

Health Care Provider initials if restricted _____

Rare on flat cement, linoleum and carpeted surfaces for 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 approximately once per month.

Squatting

Health Care Provider initials if restricted _____

Rare on flat cement, linoleum and carpeted surfaces for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while inspecting low areas, performing first aid, using the hand held metal detector, and accessing door locks at floor level.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 1.5 hours total in a work shift while driving a County vehicle when performing rounds (Yesler and Administration building rover) and escorting County employees after hours. Most officers rarely drive as approximately six times per year an officer may have to respond to an off-site alarm. Amount varies upon work assignment.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare for up to 3 seconds at a time for up to 3 minutes total in a work shift 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 an alarm panel as well as locking and unlocking revolving doors.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently for up to 1 hour at a time for up to 5 hours total in a work shift while manipulating keys, writing, using a computer, using the hand wand and telephone.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 2 hours total in a work shift while using the hand wand and a flashlight as well as opening, closing, locking and unlocking doors.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 30 minutes total in a work shift while inspecting low areas, performing first aid, opening and closing drawers, using the hand held metal detector, and accessing door locks at floor level.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 2-5 pounds while using a two-way radio, keys, log book, hand wand, flashlight, asp and money bag as well as performing bag searches.

Carrying 1-10- pounds

Health Care Provider initials if restricted _____

Continuously for distances of up to 3 blocks for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs with weights of 2-5 pounds while carrying a two-way radio, flashlight, asp, hand wand and moneybag.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while performing bag searches and moving stanchions.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rare for distances of up to 15 feet for up to 15 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15 pounds while moving stanchions.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for 1 minute at a time for distances of up to 50 feet at a time with a force of up to 25 pounds and up to 10 minutes total in a work shift. Most commonly occurs 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. There were 94 hostile removals, collectively at all facilities, in 2003.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 2 hours total in a work shift while using a computer mouse, screening and manipulating property, performing door check, using a metal detector hand wand, flashlight and log books.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 2 hours total in a work shift while driving a County Vehicle, using computer mouse and using a joystick to control surveillance cameras. Amount varies upon work assignment.

Fingering

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while writing, typing, and completing log sheets.

Feeling

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while inspecting the fan room for overheating machinery and performing pat-downs as well as performing door checks to ensure door knobs are locked. Amount varies upon work assignment.

Talking

Health Care Provider initials if restricted _____

Frequently for up to 1 minute at a time for up to 4 hours total in a work shift while dispatching, answering telephone, answering questions from the public and conversing with co-workers. The amount of talking varies upon work assignment.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while listening for potential hazards, equipment failure in the fan room, alarms, radio communication and hand wand beeps as well as answering the telephone.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while reading personal identification information, documents, log books and information on a computer screen as well as identifying potential hazards, driving, observing persons in King County facilities, performing rounds and identifying the description of a person.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while identifying potential hazards, performing perimeter checks, observing persons in King County facilities and safeguarding County property against damage or loss.

ENVIRONMENTAL FACTORS

Work is performed in multiple King County settings including the Courthouse 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

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

Temporary until _____ Permanent as of _____

The employee is released to perform the described job with the following modifications:

Temporary until _____ Permanent as of _____

The employee is not released to perform the described duties due to the following job functions:

Temporary until _____ Permanent effective _____

The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date