

## ESSENTIAL FUNCTIONS OF THE POSITION CORRECTIONS PROGRAM SPECIALIST

**DOCTOR:** This form identifies the essential functions of this position. Please review these essential functions and indicate in each area if the employee is medically able to perform the identified skills and abilities. In the comments box, indicate any functions in which our employee has limitations and/or any functions in which you would like to request greater detail of either cognitive processes and abilities or physical exertion. This information will be used to assess whether our employee can fully perform this job and/or if a reasonable accommodation is needed and can be provided. You must provide your objective medical rationale in the comments box for a skill or ability that you indicate the employee cannot fully perform. You may suggest an accommodation for King County to consider. **NOTE:** The following information is not intended to represent "any and all activities" of this job that could occur on a daily basis. The development of this analysis is based on information obtained from management and line workers and to the best of their knowledge is a true and correct representation of the work performed.

**DEFINITION OF JOB AND DISTINGUISHING CHARACTERISTICS OF WORK:** This position will work within the King County Correctional Facility and is responsible for inmate classification, behavior management programs, and housing placement services. Incumbent will work with the inmate population on a one-to-one basis or in groups; inmates may be emotionally and mentally disturbed, and some potentially dangerous. General supervision is provided by Corrections Program Supervisors. There are up to 11 staff at the Regional Justice Center and 21 staff at the King County Correctional Facility.

**EMPLOYEE NAME:**

Essential Functions	Physical/Cognitive/Sensory Abilities Required <i>Seldom = 1-10%; Occasionally = 11-33%; Frequently = 34-66%; Continually = 67-100%</i>	Able to Fully Perform	Comments - Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis.
<p>1. Perform work assigned on a regular and reliable basis. Ability to maintain a valid WA state driver's license.</p> <p>Knowledge of: Adult Services Academy training, CPR, Basic First Aid, Infectious Disease training. Interpersonal skills, interview skills, sensitivity training, cultural awareness, suicide identification training, civil liabilities in institutions, abnormal behavior management training, domestic violence awareness training, working knowledge of city, state and federal laws and statutes, knowledge of community resources and counseling training.</p> <p>Work environment and pace are regulated by law, facility policies, numbers of inmates etc., necessitating staff to work in all areas thus potentially having varied sites per day including shared work stations. Court mandated tasks must be done daily. Due to security measures, there is a lack of control and freedom for staff as a result of needing to wait at doors and elevators</p>	<ul style="list-style-type: none"> <li>• Continually accept, follow and retain direct instruction, supervision and authority; follow verbal and written directions; and receive coaching and/or constructive action/discipline; retain and apply training, procedures and policies.</li> <li>• Ability to have a predictable and reliable attendance on a continual basis due to minimal staffing requirements.</li> <li>• Continually see, hear, talk and read to perform tasks including head flexion/rotation when performing data entry or when writing/talking or seeing /hearing alarms.</li> <li>• Occasionally move quickly to and from one point to another for safety and security of self and/or others.</li> <li>• Frequently to continually sit from 30 minutes to 2-3 hours at a time up to 7-8 hours in a 10-hour shift; finger dexterity to write or perform data entry; reach from waist to shoulder height.</li> <li>• Occasionally static stand up to 30 to 60 minutes at a time and 1-3 hours in a shift; walk 10-20 minutes at a time and up to 2 hours per shift on concrete and linoleum floors; lift up to 5# from floor to</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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<p>for assistance.</p> <p>Inmate contact in facility based on population:</p> <ul style="list-style-type: none"> <li>• Minimum security- 1:1 up to 2:120 inmates</li> <li>• Medium security- 1:1 up to 2:64 inmates</li> <li>• Close security- 1:1 up to 2:64 inmates</li> <li>• Administrative segregation or maximum security- 1:1</li> <li>• Ultra security- 3 staff to 1 inmate</li> </ul>	<ul style="list-style-type: none"> <li>• waist with paperwork; carry up to 5# of paperwork from 25-200 feet; push and pull 15-25# to move security doors (doors weigh 300#); stoop, kneel crouch to reach low storage areas or communicate through secure doors; reach at all levels to handle office materials/equipment and open/close security doors.</li> <li>• Seldom drive; climb stairs when elevator is not accessible or to quickly access some inmate housing and program areas; crouch or squat; seldom use forcible restraint or self defense in response to aggressive inmates.</li> <li>• Frequently to continually work at fast paced work tasks in a professional manner, which may be up to 30 inmates and up to 10 meetings with other staff in a 10- hour shift.</li> <li>• Seldom to occasionally work mandatory overtime, up to a 17-hour shift.</li> <li>• Frequently be vigilant of staff and inmates and their activity prior to moving to another area. Must be able to be in confined spaces with inmates alone or with minimal other staff.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1. Intake Interview and Inmate Classification: Complete and monitor security level classifications of felons and misdemeanants during incarceration period. Make housing and program assignments and prepare housing management schedules. Document and provide necessary statistical data and reports as required by management.</p>	<ul style="list-style-type: none"> <li>• Frequently to continuously utilize finger dexterity to work with data on paper and/or computer, and/or keyboard involving writing, reading, data entry and/or data retrieval for up to 10 hours daily. Must work with interagency computer programs to assess security risks.</li> <li>• Continually work in a secure environment; work around dust, carbon dioxide, carbon monoxide, cleaning solvents, ammonia and pepper spray (Capstun); work around airborne infectious diseases as TB and blood borne diseases; noise levels from code calls, crowd noise, closing of security doors, predominately artificial lighting, varying ventilation and temperatures, exposure to body odors from perspiration to excrement.</li> <li>• Continually gather, assess, interpret and analyze information; use good judgment to objectively problem solve and make decisions; draw logical conclusions based on information available; follow specific procedures and criteria.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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	<p>Objectively document actions taken and decision making in handwriting and in computer.</p> <ul style="list-style-type: none"> <li>• Continually work in an organized and independent manner with individuals and groups within a dysfunctional and/or impaired population of an ever changing work unit while performing detailed tasks accurately in compliance with local and Federal laws. Effectively work with inmates regardless of the charges or effects on their victims in order to control one's own emotions to be objective and factual in professional dealings with population.</li> <li>• Continually work within short time lines, multiple priorities, frequently changing priorities and locations based on work demands; perform multiple tasks simultaneously; scheduling of inmates, monitoring housing space inventory, and making timely assessments and decisions for efficient bed space utilization.</li> <li>• Frequently assist staff by properly gathering classification information on inmates in a timely manner in order that the information can be used to deal with an emergency.</li> <li>• Frequently deal with a rapid increase in the number of new inmates being booked into the jail that need evaluation and assessments.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1. Crisis Management: Manage Inmate Population and Inmate Behavior. Manage inmate emergencies such as suicide threat or life threatening situations to secure the person and area for up to several hours.</p>	<ul style="list-style-type: none"> <li>• Frequently to continually use effective oral and written communication skills, teamwork and effective interpersonal communications with staff and other agencies.</li> <li>• Frequently work with hostile, angry or aggressive individuals with bizarre or socially unacceptable behavior on a 1:1 or group basis.</li> <li>• Frequently respond professionally to a decision made by supervisor or co-worker who will have direct impact on tasks assigned, or on prior decisions or actions taken.</li> <li>• Continually perform tasks that are repetitive or a variety of duties.</li> <li>• Frequently respond appropriately to conflict with appropriate crisis intervention techniques and</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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	intervene calmly in crises.		
<p>1. Adjudicate Disciplinary Hearings While Ensuring Due Process: Conduct inmate's management risk and develop behavior management plans. Administration Segregation Placements and Reviews: Advise corrections staff and inmate of inmates' behavioral management problems.</p>	<ul style="list-style-type: none"> <li>Continually perform cognitive and social interactions tasks to include frequently observe, direct and supervise others; deal with hostile and incarcerated individuals in stressful situations; working alone and independently; plan and organize; and communicate; interacting with staff and inmates; working under stress; ability to work under strict timelines and guidelines; conflict resolution; paying attention to detail when making decisions.</li> <li>Continually interview and investigate alleged violations of jail rules in compliance with state and Federal rules.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1. Coordination of Services. Interact with correction staff in dealing with inmate behavioral management problems</p>	<ul style="list-style-type: none"> <li>Frequently work cooperatively with other offices and agencies to obtain appropriate services for inmates based on their assessed needs.</li> <li>Identify, monitor and seldom direct behavior of inmates to comply with rules.</li> <li>Frequently discern facts from speculation and assumptions; make objective decisions; maintain confidentiality of records and information..</li> <li>Maintain professional decorum, behavior and emotions.</li> <li>Frequently teamwork with other staff on prior decisions, actions and/or plans for inmate placement and management. Listen, cooperate, coordinate and comply with job duties.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1. Respond to requests for assistance in critical situations.</p>	<ul style="list-style-type: none"> <li>Follow directions of correction staff during an rare or seldom emergency situation as a fire, riot, hostage situation or catastrophic event.</li> <li>Seldom deal with a high influx of new inmates from police action or investigate a locked down situation.</li> <li>Continually deal with high inmate population, limited placement options, short timeframes for placement resolution, problematic inmates, and multiple pending work tasks with varied priority levels.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

**Upon review of the essential functions for this position, the:**

Employee is medically released to fully perform the essential functions of this position on a reasonably continuous basis: \_\_\_\_\_  
(Start Date)

Employee is medically released to perform the essential functions of this position on a reasonably continuous basis but has restrictions as stated on the form:

Restrictions are temporary. Return to work with restrictions effective date: \_\_\_\_\_

Restrictions are permanent. Date temporary restrictions should be reviewed: \_\_\_\_\_  
*Comments:*

Employee is not medically released to perform the essential functions of this position on a reasonably continuous basis:

Due to permanent restrictions.  Due to temporary restrictions.  
*Comments:*

Employee is permanently unable to perform any work on a reasonably continuous basis as a result of his/her medical condition.  
State date: \_\_\_\_\_

*Additional information the employer should consider regarding this employee:*

**Physicians name:** \_\_\_\_\_  
(please print)

**Phone number:** \_\_\_\_\_

**Physicians signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EMPLOYEE REVIEW OF JOB DESCRIPTION:**  Agree with job description.  Disagree with job description. Specify which areas you disagree with:

\_\_\_\_\_  
*Employee signature*

THIS JOB ANALYSIS WAS PERFORMED ON 4/5/99.

PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO:  
DAJD Human Resources, King County Department of Adult and Juvenile Detention (DAJD) via:

- Fax #: 206-205-5666;
- E-Mail (completed scanned documents): [LeaveMgmt.DAJD@kingcounty.gov](mailto:LeaveMgmt.DAJD@kingcounty.gov)
- Phone Contact: (206) 477-2400 (DAJD Human Resources)

Thank You!

