



**Disability Services**  
**Safety and Claims Management**  
Department of Executive Services  
Human Resources Management Division  
P.O. Box 80283  
Seattle, WA 98108  
(206) 205-8575  
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## JOB ANALYSIS

Job Title:	Detention Officer-Control Room Light Duty	DOT Title:	Correction Officer
SVP:	4	DOT #:	372.667-018
Location of Analysis:	1211 E. Alder Seattle, WA 98122	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Jennifer Hernandez
Presenting VRC:		Employer Contact:	Pam Jones
Date Analysis Completed:	2/7/14	Supervisor Contact Information	Phone: 206-205-9620 E-mail: pam.jones@kingcounty.gov

☒ 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.

**This is NOT a permanent job, only a light-duty position while your patient is able to return back to work to their full capacity. King County management reserves the right to assign any approved tasks on a daily basis, depending on business need and the physical capacities of the employee.**

Monitors video terminals in one or all of the following situations to regulate inmate movement and security:

- Monitor video terminals and operate control panels simultaneously to maintain perimeter security of jail and control movement within jail via operation of elevators between jail floors.
  - Monitor video terminals and operate control panels while responding to both visual and audio cues from Floor Control Booth to maintain security on jail floor and control movement of inmates and authorized individuals to/from housing wing, recreation area, library, visitation area, medical treatment room, and elevator.
  - Visually monitor inmate housing area and operate control panel from Wing station to maintain wing security and control movement within housing area.
1. Check out assigned duty keys.
  2. Tie-in.
  3. Read log book.
  4. Equipment checks for suicide knife, video monitors, intelligent network fire panel, exit door



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indicator/emergency sprinkler valve shutoff, flashlight, radio indicator box, intercom system for the public/professional visitation, account for public locker keys, public ID/badge exchanger drawer, telephones, verify visiting/gun locker keys, and public walk through metal detector in waiting area.

5. Check the announcement board for any new letters or memos regarding tours, access to secure detention, drug and alcohol list, chaplaincy and court orders.
6. Verify that "Access Management" computer program is operational.
7. Check King County badge drawer for any public and professional ID that may be left.

#### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Ability to view multiple video screens and be aware of normal hazards and respond appropriately to changes in a security prison setting including simultaneous requests from different areas; changing priorities while working in der and meeting documented procedures; the ability to remember detailed instructions; and to maintain attention and concentration for extended periods of time.
- Ability to sit regularly and/or stand intermittently while using arms in a forward extended position and small motor movement of fingering to enter computer data or operate control panel buttons.
- Ability to rotate head up to 90 degrees (left and right) while observing inmate movement both on monitors and through direct observation.
- Ability to flex/extend head up to 60 degrees while operating control panel and observing overhead monitors. Ability to hear audible tones.
- Walking/standing is used to move around prison area or within the control booth.
- Additionally, stair climbing is used to access control booth and/or inmate areas.

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

Gloves, handcuffs, leg irons, spit mask and wrist restraints.

Utility belt, keys, two-way radio, telephone, hand set, fax, copy machine, computer, metal detection wand, metal detector, breathing barrier, suicide smock (cloth that cannot be torn and made in to a noose), flashlight, suicide knife (cutting device with unexposed blade) and a county vehicle with an automatic transmission.

#### PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
<b>N</b> = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Part-time	
<b>O</b> = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
<b>F</b> = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	*	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	*	Days Per Week

This is classified as a **SEDDENTARY** job by the US Department of Labor.

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PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION	
	% Time	N	S	O	F	C			
Sitting						X		On an office chair up to 2 hrs./time up to 7 hrs. total while viewing video monitors, speaking with individuals at Central Control window.	
Standing				X				On flat linoleum or cement up to 3 min/time for up to 1 hr. total while viewing video monitors, speaking with individuals at Central Control window.	
Walking			X					On flat linoleum or cement for up to 40' up to 1 min/time for up to 10 min total while traversing within Central Control area.	
<b>Lifting</b> floor – waist	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>		lbs.	Ream of paper, radio, badges and keys.	
		<6							
<b>Lifting</b> waist–shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>		lbs.	Ream of paper, radio, badges and keys.	
		<6							
<b>Lifting</b> above shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>		lbs.		
	X								
<b>Carry</b> (Dist.)	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>		<6 lbs.	Ream of paper, radio, badges and keys.	
		40							
<b>Pushing/ Pulling</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>		Minimal	Opening doors ranging from 10-16 lbs. of force, except the library door which is rarely used (25 lbs.).	
		10-25					lbs force		

	N	S	O	F	C	
Climbing		X				Up to 20 stairs twice per day.
Balancing	X					
Stooping / Bending		X		X*		Low office drawers. (can alternate with squatting/kneeling as needed). *Must be able to twist neck side to side and bend up/down frequently.
Twisting*				X*		Looking between multiple monitors and front window up to 5 hrs. per day. *Must be able to twist neck side to side and bend up/down frequently.
Squatting / Kneeling		X				Low office drawers. (can alternate with bending/stooping as needed)
Crawling	X					
Foot Controls	X					
<b>Reaching</b> (Level)  Forward  Below Waist Above Shoulder				X		Up to 15min/time for up to 5 hrs. total while utilizing telephone, radio, microphone, keyboard and cameral controls.
		X				Low office drawers.
		X				Keys hanging on wall above shoulder height
Handle/Grasp		X				Telephone, radio, office supplies.



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	N	S	O	F	C	
Fine Finger Manipulation				X		Up to 15min/time for up to 5 hrs. total while utilizing telephone, radio, microphone, keyboard and cameral controls.
Hand Controls				X		Up to 15min/time for up to 5 hrs. total while utilizing telephone, radio, microphone, keyboard and cameral controls.
Repetitive Motion	X					Body part: Cycles/hr.
Vibratory Tasks	X					
Talking					X	Up to 20 min/time for up to 7 hrs. total in a work shift while conversing with Detention officers within the facility and persons at the Central Control Window.
Hearing					X	Up to 20 min/time for up to 7 hrs. total in a work shift while conversing with Detention officers within the facility and persons at the Central Control Window. Also uses hearing audio cues from Floor Control Booth to maintain security on jail floor and control movement of inmates and authorized individuals to/from housing wing, recreation area, library, visitation area, medical treatment room, and elevator.

Visual:

Continuously utilizes multiple video monitors and computer monitor. Vision is essential in maintaining security of the facility. Must be able to bend neck up/down and twist side to side to view video monitors frequently.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather		X				Noise Intensity		X			
Extreme Cold	X					Atmospheric Conditions		X			
Extreme Hot	X					Exposed Heights	X				
Wet and / or Humidity		X				Exposure to Electricity	X				
Proximity to Moving Mechanical Parts		X				Exposure to Toxic / Caustic Chemicals	X				
Exposure to Explosives	X					Exposure to Radiation	X				

Other:

Analyst's Comments:



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**Possible Employer Modifications:**

**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:**

Kyle Pletz

2/7/14

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

**Presenting VRC signature:**

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

**Employer Verification:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Employee Verification: (optional)**

\_\_\_\_\_  
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.

State 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 ☐ 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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican        | <input type="checkbox"/> PCE Therapist        | <input type="checkbox"/> OT / PT Therapist      |
| <input type="checkbox"/> PEP Physician       |   |   |