

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Security Screener

JOB CLASSIFICATION Security Screener

DOT TITLE Screening Representative

DOT NUMBER 372.667-010

DEPARTMENT Executive Services

DIVISION Facilities Management

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 33

CONTACT'S NAME & TITLE Sally Mendel, Sergeant; Mark Rorvik, Sergeant; and Mike Pendrak, Captain

CONTACT'S PHONE (206) 296-9325; (206) 296-3865; (206) 205-7622; and (206) 205-7768

ADDRESS OF WORKSITE

All District Court locations, the King County Courthouse (516 Third Avenue, Seattle, WA, 98104), the Regional Justice Center (401 Fourth Avenue North, Kent, WA, 98032), the Youth Service Center (1211 East Alder, Seattle, WA, 98122), Harborview Mental Health Court (326 9th Avenue S) and other County buildings as assigned.

VRC NAME Kyle Pletz

DATE COMPLETED 7/1/04

VRC NAME Jeff Casem

DATE REVISED 9/11/09

WORK HOURS

Part-time positions work a 20-hour workweek and full-time positions work a 40-hour workweek between 6:00 a.m. and 6:00 p.m., Monday through Friday; exact shift hours will vary. One job share position will involve each employee (2) working a 40 hour workweek every other week.

OVERTIME eligible.

Occasionally. Will depend on time of year.

JOB DESCRIPTION

Provide security scanning and screening services to County buildings.

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

Ability to sit and stand and bend from shoulders to floor for extended periods of time and have sufficient dexterity to conduct hand-metal and pat down search procedures over an individual's entire body. Ability to successfully complete training in the effective and safe operation of screening devices, including x-ray scanning machines. Ability to understand written plans, procedures, manuals, and instructions in English. Ability to effectively communicate with the general public in English. Ability to write in English to complete legible activity logs and reports. Ability to work effectively and efficiently under difficult circumstances involving difficult people and demonstrated experience working with the general public. 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. Selected applicant must pass a thorough background investigation, including polygraph examination.

ESSENTIAL FUNCTIONS

1. Operates electronic walk-through metal detectors (magnetometer) and handheld screening devices to determine if persons entering public buildings are carrying or wearing weapons and other prohibited items.
2. Operate x-ray machine to screen handbags, briefcases and other parcels for weapons, bombs, or other prohibited items.
3. Performs hand searches of bags, briefcases and other carry-in items to identify illegal items, and refuse entry into public buildings if necessary.
4. Uses human relation skills where possible, and directive behaviors when called for, to ensure the implementation of and clear communication of security screening procedures and the involvement of other security staff where appropriate.
5. Calls for assistance by security staff and/or local police for intervention when needed.
6. Uses pagers, telephones, radios or direct communication to call for assistance and to describe situations to security and police personnel.
7. Identifies individuals who may be loitering or disturbing the peace or who have no lawful business to conduct in the building.
8. Provides information, direction and assistance to the public at assigned facility.
9. Prepares and maintains legible activity logs and incident reports.
10. Interact with the general public, including people that can be confrontational and argumentative.

NON-ESSENTIAL FUNCTIONS

1. Lifting bags in order to perform hand searches.
2. Pushing rolling cases or strollers through magnetometer.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves.

OTHER TOOLS & EQUIPMENT USED

Log sheets, pen/pencil, magnetometer, hand wand, table, stool, anti-fatigue mat and various items of persons entering building.

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.

Standing

Health Care Provider initials if restricted _____

Continuously on anti-fatigue mat or linoleum surfaces for up to 1 hour at a time for up to 5 1/2 hours total in a work shift. Most commonly occurs while using the hand wand, searching bags and watching persons walk through the magnetometer. The employee can sit as needed between arriving persons.

Walking

Health Care Provider initials if restricted _____

Frequently on flat anti-fatigue mat or linoleum surfaces for distances of up to 10 feet or longer for up to 10 seconds at a time or longer for up to 3 hours total in a work shift. Most commonly occurs while walking from the magnetometer to an arriving person in order to use the hand wand, walking from post to post and other walking activities, depending on the location.

Sitting

Health Care Provider initials if restricted _____

Frequently to Continuously on a stool for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while waiting for arriving persons to screen. There are downtimes during certain times of the day and the employee can sit as needed between screenings.

Bending neck up

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while looking at the sensitivity meter on the top of the magnetometer.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while using the hand wand on the lower extremities of arriving persons as well as when searching bags on a table.

Bending/Stooping

Health Care Provider initials if restricted _____

Frequently for up to 30 seconds at a time or longer for up to 3 hours total in a work shift. Most commonly occurs while using the hand wand on the lower extremities of arriving persons as well as when searching bags on a table.

Squatting

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs while assisting persons with bags (not required) and using the hand wand on incoming persons' lower extremities.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift while using a hand wand on a taller person or when adjusting the volume control on the magnetometer.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 1 hour total in a work shift while screening persons with a hand wand as well as when searching bags.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 1 hour total in a work shift while screening persons with a hand wand as well as when searching bags.

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 screening persons with a hand wand as well as when searching bags.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 1 pound while holding a hand wand. On a rare occasion the employee may choose to lift or manipulate bags/personal items of incoming persons, although this is not required.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time with a force of 1-5 pounds for up to 30 minutes total in a work shift while manipulating and searching bags and personal belongings of persons entering the building.

Handling

Health Care Provider initials if restricted _____

Continuously for up to 10 minutes at a time for up to 6.5 hours total in a work shift while utilizing a hand wand and searching bags/personal belongings of persons entering the building.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift while utilizing a hand wand when searching persons entering the building.

Fingering

Health Care Provider initials if restricted _____

Continuous for up to 10 seconds at a time or longer for up to 5 ½ hours total in a work shift while turning the hand wand on and off as well as when completing a log sheet for confiscated items.

Feeling

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time for up to 3 hours total in a work shift while performing a pat down on a person that has a pacemaker and is unable to walk through the magnetometer as well as pat downs on other individuals.

Talking

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 5 1/2 hours total in a work shift while directing incoming persons as well as when answering questions from incoming persons.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while listening for the alert sounds from the magnetometer and hand wand as well as when directing incoming persons and answering questions.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while screening incoming persons.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while screening incoming persons.

ENVIRONMENTAL FACTORS

Work is performed in a courthouse setting with direct interaction with the public which may include potentially hostile persons, intoxicated persons and persons with mental illness. The employee searches personal belongings of the general public and confiscates weapons or banned items. The employee may work next to an entrance which may allow for drafts of cold air every time a door is opened or closed.

The noise level is

Approximately 50 decibels. The noise is caused by a magnetometer.

HCP Initials if Restricted

Work environment may include the following exposure(s):

Non-weather related temperatures below 55 degrees: Rare

Wet: Occasionally

Odors: Occasionally-Frequently

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

The employee can have incoming persons lift their bags on to a table to be searched.

Anti-fatigue mats to provide additional comfort during extended durations of standing.

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