

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Juvenile Probation Counselor (Supervision Unit)

JOB CLASSIFICATION Juvenile Probation Counselor

DOT TITLE Probation-And-Parole Officer

DOT NUMBER 195.107-046

DEPARTMENT Superior Court

DIVISION Juvenile Probation Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 10

CONTACT'S NAME & TITLE Susan Waild, Juvenile Probation Manager

CONTACT'S PHONE 206-205-9610

ADDRESS OF WORKSITE

1211 E. Alder
Seattle, WA 98122

VRC NAME Kyle Pletz

DATE COMPLETED 2/14/05

VRC NAME Jeff Casem

DATE REVISED 06/1/09

WORK HOURS

Monday through Friday, 8:00am-5:00pm with one day off every other week.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional and only present in the screening unit.

JOB DESCRIPTION

This position monitors and counsels juvenile offenders and provides professional probation and social services to the juveniles and their families.

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 an accredited college or university with major course work in psychology, social work or related field; plus one year full-time experience in case planning or interviewing, service delivery, or

counseling in a social service agency; or any equivalent combination of training and/or experience that provides the required knowledge and abilities. Knowledge of computer software applications including word processing and database management. Must be able to pass a criminal background investigation, including a polygraph examination and reference check. Must possess a valid Washington State driver's license.

ESSENTIAL FUNCTIONS

1. Formulates dispositional treatment plans and makes recommendations to the Court.
2. Conducts risk assessment interviews and develops intervention plans.
3. Enforces probation orders; administers and/or evaluates diagnostic tests for report preparation.
4. Conducts parental, family and/or group counseling sessions.
5. Prepares cases and directs and/or participates in court hearings
6. Acts as a liaison between clients and various components of the criminal justice system.
7. Screens youth presented to detention by police agencies; conducts interview, contacts families and processes youth for court.
8. Must be able to multitask.
9. Complies with client contact standards.
10. Completes reports for court.
11. Attends meetings.
12. Attends court sessions.
13. Utilizes a personal computer to complete reports as well as enter and retrieve data.
14. Drives a vehicle to various locations throughout King County.

NON-ESSENTIAL FUNCTIONS

Delivering mail and files between units.

OTHER TOOLS & EQUIPMENT USED

Telephone, fax machine, copy machine, computer, notebooks, pager, cellular telephone, files and documents as well as a County (with an automatic transmission) or personal vehicle.

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

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted_____

Occasionally on flat linoleum, cement and wooden surfaces for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while filing, using the copy machine and waiting for the elevator. The employee may also stand while waiting clients to open the door of their residence. The employee can alternate sitting and standing in most situations.

Walking

Health Care Provider initials if restricted_____

Frequently on flat linoleum, cement and wooden surfaces for distances of up to ¼ mile for up to 10 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while traversing to meeting places with the youth which may include, but not limited to, school campuses, detention facility and homes.

Sitting

Health Care Provider initials if restricted_____

Continuously on an office chair or vehicle seat for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while performing computer duties, attending court, meeting with clients, talking on the telephone, conducting interviews and attending meetings. The employee can alternate between sitting and standing in most situations. On a rare occasion the employee may need to drive for extended durations to areas such as Bellingham.

Climbing stairs

Health Care Provider initials if restricted_____

Rarely for up to 30 seconds at a time while climbing up to 1 flight at a time for up to 2 minutes total in a work shift. Most commonly occurs while walking throughout the facility as well as when traversing to meeting sites, schools and client homes. An elevator is available on most occasions.

Bending neck down

Health Care Provider initials if restricted_____

Frequently for up to 15 minutes at a time for up to 3.5 hours total in a work shift. Most commonly occurs while reviewing documents, filing, performing computer duties, completing forms and taking notes.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally on flat linoleum, cement and wooden surfaces for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while placing/removing items in the trunk or back seat of a vehicle, filing and reaching for items on low shelves and in low cabinets. Bending/stooping can be reduced by alternating with squatting on most occasions.

Squatting

Health Care Provider initials if restricted_____

Occasionally on flat linoleum, cement and wooden surfaces for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while placing/removing items in the trunk or back seat of a vehicle, filing and reaching for items on low shelves and in low cabinets. Squatting can be reduced by alternating with bending/stooping on most occasions.

Operating Controls with Feet

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 driving to and from meetings and interviews using a County vehicle (with an automatic transmission) or a personal vehicle.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare for up to 20 seconds at a time for up to 2 minutes total in a work shift while reaching for items in upper cabinets and on upper shelves.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously and highly repetitive for up to 1 hour at a time for up to 6 hours total in a work shift while driving, performing computer duties, taking notes and filing as well as manipulating documents and files.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rare for up to 10 seconds at a time for up to 1 minute total in a work shift while opening and closing office drawers and doors as well as placing/removing items in the trunk or back seat of a vehicle.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally on flat linoleum, cement and wooden surfaces for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while placing/removing items in the trunk or back seat of a vehicle, filing and reaching for items on low shelves and in low cabinets.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 2-5 pounds while holding on to files, documents and notebooks while waiting at doors and elevators.

Carrying 1-10- pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to ¼ mile for up to 10 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 2-5 pounds while carrying files, documents and notebooks to meetings, court and interviews. Carrying can be reduced by utilizing a cart.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rare for up to 5 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15-20 pounds while lifting a box of files approximately twice per week.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for distances of up to ¼ mile for up to 1 hour at a time with a force of up to 7 pounds for up to 2 hours total in a work shift while opening and closing doors as well as manipulating a cart to transport files, documents and notebooks. The employee also pushes and pulls the steering wheel of an automobile while driving a County vehicle (with an automatic transmission) or personal vehicle.

Handling

Health Care Provider initials if restricted _____

Frequently and highly repetitive for up to 1 hour at a time for up to 3.5 hours total in a work shift while driving, manipulating files, operating door handles, talking on the telephone, using a cart and manipulating notebooks.

Operating Controls with Hands

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 performing computer duties and driving a County vehicle (with automatic transmission) or personal vehicle.

Fingering

Health Care Provider initials if restricted _____

Continuously and highly repetitive for up to 1 hour at a time for up to 6 hours total in a work shift while composing reports, performing computer duties, writing and dialing the telephone as well as manipulating files and documents.

Talking

Health Care Provider initials if restricted _____

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while counseling youth, conversing with co-workers, using the telephone and conducting interviews.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while counseling youth, conversing with co-workers, using the telephone and conducting interviews. The employee also uses hearing when driving a County vehicle (with automatic transmission) or personal vehicle as well as when identifying potential hazards such as hostile persons.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 7.5 hours total in a work shift while reading documents, writing, performing computer tasks, driving, identifying potential hazards.

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 interviewing and interacting with potentially hostile persons and the general public.

ENVIRONMENTAL FACTORS

Work is performed in a youth detention facility setting with direct interaction with youth offenders. The employee is continuously exposed to potentially mentally ill, manipulative and/or hostile youth offenders. Work is commonly performed in the field, which may include but not limited to, court, detention facility, satellite offices, schools, homes, various agencies and restaurants. Some work may be performed in areas where there are not any co-workers present.

The noise level is

Approximately 40-90 decibels. The noise is caused by road noises,

HCP Initials if Restricted

Work environment may include the following exposure(s):

- Outside weather: Occasionally
- Non-weather related temperatures below 55 degrees: Rare
- Non-weather related temperatures above 75 degrees: Rare
- Wet: Rare
- Humidity/dampness: Rare
- Fumes: Rare
- Odors: Frequently

HCP Initials if Restricted

KING COUNTY JOB ANALYSIS COMPLETED ON: 2/14/05
JOB TITLE: Juvenile Probation Counselor
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Dusts: Occasionally
Mists: rare
Gases: Rare
Moving mechanical parts: Frequently
Vibration: Occasionally

POTENTIAL MODIFICATIONS TO JOB

Phone headset to promote proper posture when talking on the telephone.
Cart to reduce carrying.
An ergonomic chair for increased comfort during extended durations of sitting when performing paperwork and computer duties.
Ergonomic workstation evaluation.

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