

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical Required: General physical, Diabetes, BP, Vision, Back strength and lifting, TB and Hep B

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Juvenile Detention Supervisor

DEPARTMENT: Adult and Juvenile Detention

WORK SCHEDULE: 9/4 (OT +/- 18)

JOB DESCRIPTION: Responsible for the 24 hour daily operation and supervision of staff involved in King County's juvenile detention facility. This includes assessing workload to determine priorities based upon staffing level and work volume; scheduling employees; identifying, documenting and resolving operational and personnel problems. Responsible for staff activity in the operation of the juvenile detention facility with a maximum population of 170 youth, ages 10-17, 70% of whom are male. The average length of stay is approximately 11 days. This is a fast paced operation that requires multi tasking and the ability to move quickly from one task to another.

WORK ENVIRONMENT: Juvenile Detention Center.

ESSENTIAL FUNCTIONS: Plans, organizes and directs staff activities and projects in a juvenile detention facility. Responds to codes, directs and uses State approved defensive tactics in physical force situations as required to ensure facility, detainee and staff safety and security. Investigates and prepares written reports for assaults, escapes, injures, and other incidents. Provides monthly/quarterly reports. Resolve operational issues, conducts grievance hearings, composes and administers letters of Corrective Counseling and Reprimands. Coaches and motivates staff to achieve and provide effective service delivery. Directs and assists staff to resolve behavior adjustment problems of detained youth. Reviews discipline administered to youth to comply with department standards. Coordinates and supervises implementation of appropriate procedures during emergencies. Ensures compliance with physical facility standards for operation, programming and maintenance. Assesses workload to determine priorities based upon staffing level and work volume. Schedule employees. Identifies, documents and resolves operational and personnel problems. Acts as required as a liaison between the correctional facility and other entities, including courts, public and the police. Input data, read schedules, and manage Roster Management and payroll. Coordinate and supervise transportation functions. Participates in staffing proceedings and hearings as assigned. Manages special projects including committee development, coordination and project implementation.

### Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Fumes
- Dusts
- Radiation
- Noise Level 60-80
- Other \_\_\_\_\_
- Gasses
- Odors
- Mists
- Explosives

### Special Requirements:

- CDL
- Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	30 min – 1 hour
Walking <input type="checkbox"/> uneven terrain	2 – 4 hours
Sitting	4 – 7 hours
Climbing stairs	2 – 4 hours
Climbing _____	0
Bending/Stooping	1 – 2 hours
Kneeling	0 – 30 minutes
Crouching	0 – 30 minutes
Crawling	0 – 30 minutes
Foot controls	0 – 2 hours
Reaching above shoulders	30 min – 1 hour
Reaching waist-shoulder	2 – 4 hours
Reaching knee-waist	0 – 30 minutes

PHYSICAL DEMAND	HRS PER SHIFT
Reaching floor-knee	0 – 30 minutes
Lifting/Carrying 1-10#	8 – 9 hours
Lifting/Carrying 11-20#	0 – 30 minutes
Lifting/Carrying 21-50#	0 – 30 minutes
Lifting/Carrying 51-100#	0 – 30 minutes
Lifting/Carrying 100+#	0 – 30 minutes
Handling	4 – 6 hours
Hand Controls	0
Fingering <input checked="" type="checkbox"/> keyboarding	3 – 4 hours
Vision to assure safety of others	6 – 9 hours
Hearing to assure safety of others	6 – 9 hours
Heightened Awareness	6 – 9 hours
Physical Force/Restraint	0 – 1 hour

I have reviewed the following Job Analysis for the above-named candidate.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date