Job Analysis Form
Alternate Format Available

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

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

PATIENT NAME: _________________________  JOB TITLE: Security Chief
DEPARTMENT: Executive Services, Facilities Management
WORK SCHEDULE: Mon through Friday from 6:00 AM to 2:00 PM
JOB DESCRIPTION: The Security Chief is supervisor of the Security Program for the "Courthouse Complex" consisting of the Courthouse, Administration Building and the Parking Garage; as well as supervisor of Security for the Yesler Building, the "Shelter Program", the Regional Justice Center located in Kent and after hours security operations at the Youth Services Center. The Security Chief is also responsible for the County ID/Bus Pass Program, the electronic Access Control Program, the Lockshop/Key Control Program, performs the duties of Fire Safety Director for the Courthouse Complex, Yesler Building and the Regional Justice Center.

WORK ENVIRONMENT: 70% Courthouse Complex, 20% Regional Justice Center and 10% other buildings.
ESSENTIAL FUNCTIONS: Establishes goals, objectives, and polices for the building security program; monitors program results and resolves problems. Conducts field inspections to determine the effectiveness of the program and individual officers. Supervises a staff of subordinate non-commissioned security officers who provide 7 day a week, 24 hour per day Security; develops and coordinates monthly and daily staff work schedules. Hires, trains, directs, and monitors the performance of a crew of security officers; discharges permanent and temporary staff. Administers procedures to prevent theft and violence in buildings; performs investigations of theft and other criminal activity, and prepares and issues special security bulletins regarding security problems and/or hazards for distribution to all County departments. Controls after hours access to buildings. Provides protective escorts for employees leaving County buildings after normal working hours. Assures removal of trespassers and transients from County property. Prepares and reviews contingency plans for security response to civil unrest, disasters, bomb threats, fire responses and other emergencies in County buildings; makes presentations for response to emergencies and disasters. Serves as Fire Safety Director for County buildings. Prepares and implements security program budget including purchasing safety equipment and supplies. Serves as Emergency Coordination Center Representative. Performs the duties of a Security Officer as needed.

Exposures:
_x__Outside weather
___Non-weather related
temp below 55°
___Non-weather related
temp above 75°
_x__Humidity/dampness
___Moving mechanical parts
___Exposed high places
___Vibration
___Toxic or caustic chemicals
___Confined spaces
___Wet
___Gasses
___Fumes
___Odors
___Dusts
___Mists
___Radiation
___Explosives
_x__Noise Level 30-110 dbl
___Other

Special Requirements:
□ CDL  □ Respirator use

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<table>
<thead>
<tr>
<th>PHYSICAL DEMAND</th>
<th>HRS PER SHIFT</th>
<th>PHYSICAL DEMAND</th>
<th>HRS PER SHIFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Up to 2 hours</td>
<td>Reaching knee-waist</td>
<td>10 sec to 30 min</td>
</tr>
<tr>
<td>Walking</td>
<td>□ uneven terrain 30 min to 1 hour</td>
<td>Reaching floor-knee 5 sec to 10 min</td>
<td></td>
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<tr>
<td>Sitting</td>
<td>2 hrs cont up to 6</td>
<td>Lifting/Carrying 1-10# 1 to 2 hours</td>
<td></td>
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<tr>
<td>Climbing stairs</td>
<td>Up to 12 minutes</td>
<td>Lifting/Carrying 11-20# 10 sec to 30 min</td>
<td></td>
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<tr>
<td>Climbing Stairs/Ladder</td>
<td>15 to 30 seconds</td>
<td>Lifting/Carrying 21-50# N/A</td>
<td></td>
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<tr>
<td>Balancing</td>
<td>Rare</td>
<td>Lifting/Carrying 51-100# N/A</td>
<td></td>
</tr>
<tr>
<td>Bending/Stooping</td>
<td>Rare</td>
<td>Lifting/Carrying 100+# N/A</td>
<td></td>
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<tr>
<td>Kneeling</td>
<td>Rare</td>
<td>Handling 30 min to 2 hours</td>
<td></td>
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<tr>
<td>Crouching</td>
<td>5 sec to 5 min</td>
<td>Hand Controls 30 min to 2 hours</td>
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</tr>
<tr>
<td>Crawling</td>
<td>N/A</td>
<td>Fingering □ keyboarding 1 to 2 hours</td>
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<tr>
<td>Foot controls</td>
<td>30 to 90 min</td>
<td>Vision to assure safety of others 2 to 7.5 hours</td>
<td></td>
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<tr>
<td>Reaching above shoulders</td>
<td>3 sec to 3 min</td>
<td>Hearing to assure safety of others 2 to 7.5 hours</td>
<td></td>
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<tr>
<td>Reaching waist-shoulder</td>
<td>1 to 5 hours</td>
<td>Other Heightened Awareness 2 to 7.5 hours</td>
<td></td>
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</tbody>
</table>

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

_________________________________________________________________________  _____________
Physician's Signature                 Date