

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Juvenile Correction Counselor I/II/III
DEPARTMENT: Probation
DOT OCCUPATION CODE: 372.667-018

DATE COMPLETED: June 2019
DIVISION: Youth Detention Centers
PHYSICAL DEMAND STRENGTH RATING: Heavy, per Analysis

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
While performing the following duties, employees in this position work in a secured juvenile detention facility, continuously interacting with juvenile offenders and wearing a duty belt/vest weighing approximately 7 pounds.							
Works a fixed post position, requiring all shifts including nights, weekends, and holidays; works long and irregular hours; subject to hold-over and call back, routinely working overtime to meet mandatory staffing requirements.	1	C		Penal Code 832 Certification	Y	Y	
Supervises juvenile offenders in an assigned unit, recreational area, or during outings including: sits, stands, walks, climbs stairs, and moves around within the unit to interact with juvenile offenders and observe, assess, and manage their behavior; supervises basic unit routines and hygiene such as meals, showers, and clean up; monitors visits between youth and their visitors; makes quick and accurate decisions while dividing attention between numerous issues which may require immediate, simultaneous responses; mediates disputes; uses good judgment, discretion, and effective communication techniques to calm, counsel, direct, and persuade youth.	2	C	Keys, meal carts, supply carts, balls and other various items used for recreational activities		Y	Y	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Performs security checks of youth offenders and detention facilities including; continuously walks and climbs stairs; continuously performs visual examination of facilities to note, resolve, and/or report any deficiencies in security and/or safety; inspects youths, their rooms, and premises for illegal items using sight, smell, and touch; bends, kneels, reaches overhead and below waist, lifts and moves objects weighing up to 30 pounds.	3	C	Keys, flash light		Y	Y	
Provides on-going counseling and case management including: develops and implements individual treatment plans; conducts individual, group and family counseling sessions; conducts forums to discuss plans, ideas, and problems; conducts and monitors vocational skills training; assesses client progress and updates treatment plans; coordinates placements and referrals to community resources and other services.	4	F	Tables, chairs, tools for Vocational Skills Training (i.e., carpentry tools and welding equipment)		Y	Y	
Processes youths in and out of assigned units by completing appropriate paperwork, issuing clothing, checking personal effects; conducts initial assessment of youth and orients to the facility; explains rules and procedures of the facility to juveniles so they understand the expectations and consequences of their behavior; releases youths to the proper authority, parent or guardian and ensures appropriate files are in order upon release.	5	O	Keys, Computer, Property bags, Files		Y	Y	
Responds quickly to in-custody emergencies including: climbs stairs and runs/sprints distances up to 2000 feet; carries duty belt with safety equipment; subdues and restrains violent or attacking minors weighing more than 100 pounds; defends against weapons or physical attacks using physical force, restraint equipment, and non-lethal weapons in accordance with approved defensive tactics; drags or moves non-compliant or resisting youth weighing more than 100 pounds; maintains a calm and controlled demeanor while defusing emotionally charged situations; may apprehend escaping minors.	6	O	Restraints, Handcuffs, Rescue Knife; AED; First Aid Kit; Fire Extinguisher		Y	Y	
Transports youth to and from various locations and appointments; inspects vehicle and reports any damage, safety, or maintenance issues.	7	O	Caged Vehicles, Passenger Vans, and Pickup truck	California Driver's License	N	Y	
Dispenses medications to clients following established safety procedures and protocols; may include over the counter and prescription medications, and inhalers.	8	O			N	Y	

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Performs emergency response first aid including CPR and use of Automated External Defibrillator (AED).	9	O	AED; First Aid Kit; Personal Protective Equipment (PPE)	CPR/AED, First Aid Certification	N	Y	
Writes reports within established timelines, including: reports to the Juvenile Court, arrest, incident and child abuse reports; conducts research and details observations in established, written narrative formats.	10	O	Computer, Phone		N	Y	
Views and enters client information in various databases; performs other clerical duties such as answering the phone, taking messages, making copies, and filing paperwork.	11	O	Computer, Phone, Copier		N	Y	
Delivers food, supplies, toiletries, and other items as needed to various locations within the detention facility; reaches forward, above shoulders and below waist, pushes, pulls, lifts, carries, and places items weighing up to 15 pounds; pushes carts containing food, supplies, books, audio-visual equipment, etc.	12	O	Meal Carts, Supply Carts, Personal Size Toiletries		N	N	
Performs a variety of janitorial and custodial tasks in order to maintain the cleanliness and order of the facility; mops, sweeps, sanitizes surfaces.	13	O	Mop, Broom, Sponge ,Cleaning Solutions and Products		N	Y	
Communicates in person, by phone or email with other staff and supervisors to provide detailed information regarding status and condition of juveniles and facilities.	14	F	Computer, Phone		N	Y	
Participates in continuous training to maintain and enhance required knowledge, skills, and physical ability to effect arrests and related physical demands of the position.	15	O			N	Y	
SPECIALITY ASSIGNMENTS: In addition to the duties listed above, Juvenile Correctional Counselors in specialty assignments also perform the following:							
Camp Furlough Checks: Drives to various locations to visit youth in their homes, or in the community. physically restrains and arrests potentially violent or combative offenders; subdues or defends against attack using approved defensive tactics; utilizes non-lethal weapons to subdue or obtain compliance; drags or moves persons weighing more than 100 pounds; subdues, disarms or defends against attack using approved defensive tactics.	16	O	Vehicle, Hand Cuffs, Restraints	California Driver's CA Driver's License; PC 832 Certification	N	Y	

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Supervises a work crew of youth completing various landscape, construction, maintains control of youth through the use of clear and respectful verbal commands; anticipates and averts potential problems which occur; reports inappropriate behavior or performance to Probation Officer.	17		Reflective Safety Vest; Eye and Hearing Protection; Gloves, Passenger Vans with Trailers	PC 832 Certification	Y	Y	
Oversees and conducts drug/alcohol urinalysis testing; orders and handles drug screening materials.	18		Drug Screening Materials, Personal Protective Equipment		N	N	

PART 2: PHYSICAL DEMANDS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
Sitting (i.e., using computer; while providing counseling; driving/transporting youths to and from various appointments)	2,4,7,10,11,14,15,16	O			
Walking (i.e., supervising juvenile offenders; performing security checks; performing cleaning tasks; delivering supplies to various locations; supervising landscaping and construction work crews)	2,3,5,6,7,8,12,13,16,17	F			
Running (i.e., responding to emergencies; apprehending escaping minors)	6,16	O			
Standing (i.e., supervising juvenile offenders; processing youths in and out of assigned units; supervising landscaping and construction work crews; conducting drug/alcohol testing)	2,3,4,5,8,9,11,13,14,16,17,18	F			
Bending-Neck (i.e., performing security checks; writing reports; performing cleaning tasks; supervising landscaping and construction work crews; conducting drug/alcohol testing)	2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18	F			
Bending-Waist (i.e., performing security checks and inspections, subduing/restraining a violent minor; performing first aide or CPR)	2,3,6,9,12,13,16	O			
Squatting (i.e., performing security checks and inspections; subduing/restraining a violent minor; performing first aide or CPR; performing cleaning/janitorial tasks)	3,6,9,13,16	O			
Climbing (i.e., climbing stairs and steps in the unit while supervising juvenile offenders; performing security checks and inspections; supervising landscaping and construction work crews)	2,3,6,7,12,16,17	O			
Kneeling (i.e., performing security checks and inspections; subduing/restraining a violent minor; performing first aide or CPR; performing cleaning/janitorial tasks)	3,6,9,13,16	O			
Crawling (i.e., perform security checks in the cells at floor level, looking a cubbies under bed)	3	O			
Twisting- Neck (i.e., supervising juvenile offenders; performing security checks and inspections; transporting youths to and from various locations; supervising landscaping and construction work crews; conducting drug/alcohol testing)	2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18	F			
Twisting- Waist (i.e., subduing/restraining a violent minor; performing first aide or CPR)	2,3,6,9,12,13,16	O			
Repetitive Hand Use	2,3,6,8,10,11,13,18	F			
Simple Grasping-Right Hand (i.e., holding flashlight; holding files; grasping cleaning/janitorial supplies; handling drug screening materials to conduct drug/alcohol testing)	2,3,8,10,11,13,18	F			
Simple Grasping-Left Hand (i.e., holding flashlight; holding files; grasping cleaning/janitorial supplies; handling drug screening materials to conduct drug/alcohol testing)	2,3,8,10,11,13,18	F			
Power Grasping-Right Hand (i.e., subduing/restraining a violent minor)	6	O			
Power Grasping-Left Hand (i.e., subduing/restraining a violent minor)	6	O			
Fine Manipulation-Right Hand (i.e., dispensing medications; processing paperwork; handling drug screening materials to conduct drug/alcohol testing)	8,10,11,13,18	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
Fine Manipulation-Left Hand (i.e., dispensing medications; processing paperwork; handling drug screening materials to conduct drug/alcohol testing)	8,10,11,13,18	O			
Pushing and Pulling- Right Hand (i.e., moving carts with supplies, books and audio-visual equipment; performing cleaning/janitorial tasks)	3,6,7,12,13,16	O			
Pushing and Pulling- Left Hand (i.e., moving carts with supplies, books and audio-visual equipment; performing cleaning/janitorial tasks)	3,6,7,12,13,16	O			
Reaching- Above shoulder level (i.e., performing security checks and inspections; responding to emergencies)	3,6,13,16	O			
Reaching- Below shoulder level (i.e., performing security checks and inspections; subduing/restraining a violent minor; delivering supplies to various locations; performs cleaning/janitorial tasks)	2,3,5,6,7,8,9,10,11,12,13,16	O			
Lifting-up to 10 lbs. (i.e., delivering supplies, toiletries; issuing clothing; dispensing medications; handling drug screening materials to conduct drug/alcohol testing)	2,3,5,6,7,8,9,12,13,16,18	F			
Lifting-11-25 lbs. (i.e., delivering supplies, issuing clothing and towels)	2,3,5,6,7,13,16	O			
Lifting-26-50 lbs. (i.e., crate of small milk cartons; mattress and pillow during safety inspection; defensive tactics in field/facility or during training)	2,3,6,7,16	O			
Lifting 51-75 lbs. (i.e., individual or team lift of youth/juvenile offender; responding to emergencies; defensive tactics in field/facility or during training)	N/A	N			
Lifting 76-100 lbs. (i.e., individual or team lift of youth/juvenile offender; responding to emergencies; defensive tactics in field/facility or during training)	N/A	N			
Lifting 100 + lbs. (i.e., individual or team lift of youth/juvenile offender; responding to emergencies; defensive tactics in field/facility or during training)	N/A	N			
Carrying 0-10 lbs. (i.e., delivering supplies, toiletries; issuing clothing; dispensing medications; handling drug screening materials to conduct drug/alcohol testing)	2,3,5,6,7,8,9,12,13,16,18	F			
Carrying 11-25 lbs. (i.e., delivering supplies, issuing clothing and towels)	2,3,5,6,7,13,16	O			
Carrying 26-50 lbs. (i.e., crate of small milk cartons; mattress and pillow during safety inspection;)	3,12	O			
Carrying 51-75 lbs.	N/A	N			
Carrying 76-100 lbs.	N/A	N			

PART 3: SENSORY REQUIREMENTS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
Functional vision, normal or corrected (i.e., supervising, monitoring, inspecting youths/juvenile offenders; completing paper work and reports; performing cleaning/janitorial tasks; supervising landscaping and construction work crews; conducting drug/alcohol testing)	2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18	C			
Functional color vision, normal or corrected (i.e., to ensure dispensing of correct medications; performing security checks and inspections)	3,6,7,8,16	O			
Functional night vision, normal or corrected (i.e., when transporting youths to appointments before or after daylight hours)	7,16	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Functional hearing, normal or corrected (i.e., supervising, monitoring youths/juvenile offenders; providing counseling; communicating with other staff, youths, families, and visitors; supervising landscaping and construction work crews; conducting drug/alcohol testing)	2,3,4,5,6,7,8,9,11, 12,13,14,15,16,17,18	C			
A sense of smell or taste (i.e., monitoring youth hygiene; performing security checks and inspections; conducting initial assessments of youth; performing cleaning/janitorial tasks supervising landscaping and construction work crews; conducting drug/alcohol testing)	2,3,5,7,8,9,13, 16,17,18	F			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow Oral Instructions	F			
Follow Written Instructions	F			
Required to sustain concentration	F			

PART 5: NATURE OF TASKS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow set procedures	C			
Organize own work	F			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	F			
Required to train and/or lead others	O			
Required to direct others (e.g. planning, goal setting, performance)	C			

PART 6: WORK PACE

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Tightly scheduled and rapid pace of work activities at high volume	F			
Meet time sensitive deadlines	F			
Long and/or irregular hours	O			
Limited/unpredictable opportunity for breaks	O			
Required to perform on-call or emergency work	O			

PART 7: COMPLEXITY/VARIABILITY

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Variable and unpredictable workflow	F			
Attention divided by issues requiring multi-tasking	F			
Work requires precise attention to detail	F			
Use of judgment in routine matters	F			
Requires use of judgment in adapting procedures from one task to another	O			
Possible legal ramifications associated with work activities or work product	C			

PART 8: INTERACTIONS WITH OTHERS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Works with others (e.g., co-workers, other departments/agencies, public)	C			
Interactions limited to giving/receiving information	F			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
Interactions occur under circumstances of emotional stress	F			
Risk of confrontation with violent or assaultive clients or customers	F			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Work Inside	F			
Work Outside (i.e., supervising youth/juvenile offenders during outings; transporting youth/juvenile offenders to and from various locations and appointments)	O			
Extreme Heat (above 100 degrees) (i.e., seasonal weather related exposure)	O			
Extreme Cold (below 32 degrees) (i.e., seasonal weather related exposure)	O			
Excessive Noise (must raise voice to be heard) (i.e., supervising in the shops at Probation Camp; supervising residents that are kicking/banging/yelling on assigned unit; group disturbances)	O			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
Dust, Vapors, Fumes, Smoke (i.e., processing youth in and out via the sally port)	O			
Silica, asbestos, etc.	N			
Solvents (e.g., gas, turpentine, etc.)	N			
Grease, oils (i.e., assisting and supervising activities at Probation Camp)	O			
Acidic, Caustic Solutions (i.e., O.C. or Pepper Spray)	O			
Pesticides (i.e., permethrin as treatment for lice and scabies)	O			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives (i.e., performing cleaning/janitorial tasks)	O			
Other Chemicals (e.g. drugs and other contraband) (i.e., performing security inspections; conducting initial assessment of youth)	O			
Human Blood, Body Tissues, or Fluids (i.e., performing first aid or CPR; security checks and inspections; performing cleaning/janitorial tasks)	O			
Human Wastes (i.e., performing security checks and inspections; performing cleaning/janitorial tasks; conducting drug/alcohol testing)	O			
Animal Blood, Body Tissues, or Fluids	N			
Animal Wastes (i.e., supervising youth/juvenile offenders during outings; performing cleaning/janitorial tasks; supervising landscaping and construction work crews)	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.) (i.e., supervising youth/juvenile offenders during outings; supervising landscaping and construction work crews)	O			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.) (i.e., supervising youth/juvenile offenders during outings; supervising landscaping and construction work crews)	O			
Biomedical Waste (i.e., dispensing medications to youth/juvenile offenders)	O			
Ionizing Radiation (i.e., at medical appointments with juvenile offenders)	O			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough terrain (e.g., gravel, rocks, hills, etc.) (i.e., supervising youths/juvenile offenders while on outings; wet floors after showers; supervising landscaping and construction work crews)	F			
Proximity to moving mechanical parts (e.g., equipment, machinery) (i.e., activities for youth/juvenile offenders at Probation Camp; supervising landscaping and construction work crews)	O			
Proximity to moving vehicles or objects (i.e., library carts; audio-visual carts; meal carts; supervising landscaping and construction work crews)	O			
Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
Contact with water, other liquids, humid conditions - not weather related (i.e., monitoring youth/juvenile offender showers)	O			
Work Below Ground: (e.g., excavation, trench, etc.)	N			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	F			
Operates non-commercial motor vehicles (cars, trucks) (i.e., transporting youths to and from various locations and appointments; supervising landscaping and construction work crews)	O			
Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, etc. (i.e., transporting youths to and from various locations and appointments; supervising landscaping and construction work crews)	O			
Pulls non-commercial trailers or equipment (i.e., supervising landscaping and construction work crews)	O			
Operates heavy equipment	N			
Other:	N			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

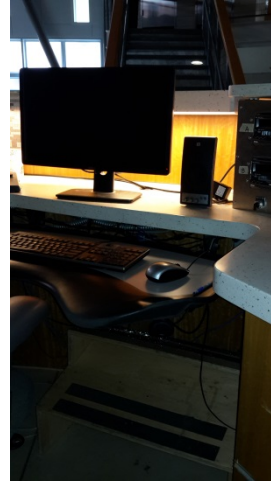
Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
Audiometric Testing			
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam			
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard			
Blood lead level			
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test	X	X	Annual
Vaccine: MMR			
Vaccine: Hepatitis B	X		3 shot series, 1x
Vaccine: Influenza	X	X	Annual
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



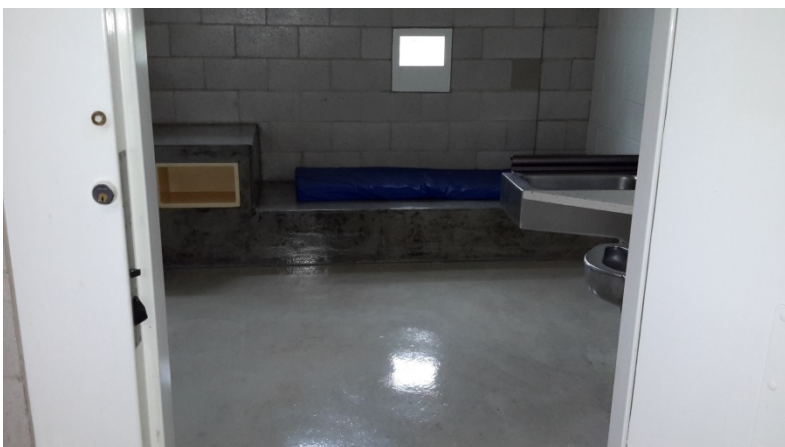
Detention Unit- Cells, Showers, Dining/Activity Area



Unit Desk



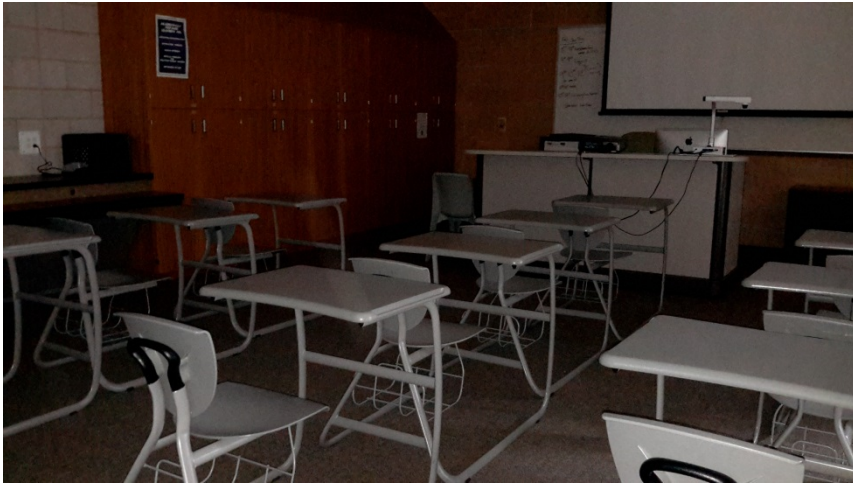
Detention Unit- Steps and Ramp from Dining/Activity Area to Cells, Showers and Outside Exercise Yard



Handicap Accessible Cell – Single Occupancy (1st Floor)



Handicap Accessible Shower (1st Floor)



Class Room on each Detention Unit



Audio/Visual Cart – Moves around the unit and within the entire facility



Library Cart- Moves around the unit and entire facility



Standard Shower



Double Occupancy Cell
Mattress– 23 lbs. to 26 lbs.



Isolation Cell



Milk Crate- 3 lbs.; when full with milk- 35 lbs.

PART 12 – FORM REVIEW AND SIGNATURES

OCCUPATIONAL HEALTH CONSULTANTS

Name: _____ Title: _____

Signature: _____ Date: _____

SUPERVISOR/SECTION MANAGER

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES RECRUITMENT AND CLASSIFICATION

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES SAFETY UNIT

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES DISABILITY MANAGEMENT

Name: _____ Title: _____

Signature: _____ Date: _____

PART 13 – MEDICAL PROVIDER REVIEW AND COMMENTS

Employee Name: _____ Date of Evaluation: _____

COMMENTS: _____

Provider Signature: _____ Date: _____