

PHYSICAL AND MENTAL ACTIVITY FORM 10/30/07

Job Class:	Police Service Representative (Communications Division)
Class Code:	2207

Instructions: Below is a list of activities and other characteristics of the job class. First indicate the frequency with which the task is performed – never, monthly, weekly, up to one hour/day, or more than one hour/day. Next, indicate the task numbers of the best 3-4 examples of tasks for which the listed activities are required. (Note: Essential Functions are denoted by bold task numbers)

1. PHYSICAL ABILITIES						
A. Muscular Strength – exerting muscular force against objects or to move one’s own body						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Pushing/Pulling	X					
Lifting – from floor Item Lifted: Weight:	X					
Item Lifted: Printer paper box Weight:	X					
Lifting – from table Item Lifted: Weight:	X					
Item Lifted: Supplies Weight:	X					
Carrying Item Carried: Weight:	X					
Item Carried: Weight:	X					
B. Muscular Endurance – continuous muscular exertion for more than two minutes; resistance to muscular fatigue						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity:	X					
C. Anaerobic Capacity – exertion of maximum physical effort for 5 to 90 seconds						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity:	X					

D. Cardiovascular Endurance – sustaining physical effort for more than 5 minutes that results in increases in breathing and heart rate						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity:	X					
E. Flexibility – bending, stretching, and or twisting the body, arms, or legs						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Twisting Back	X					
Reaching Above Shoulder	X					
Reaching Below Shoulder				X		1,2,34,35 Log in procedure
Bending Neck					X	Most tasks
Bending Wrist					X	Most tasks
Bending Waist	X					
Bending Knees	X					
F. Balance – maintaining the body in a stable position						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Walking on uneven surfaces	X					
Climbing equipment (e.g., ladder, pole, scaffolding)	X					
G. Coordination – precision in sequencing and/or simultaneous movement of the arms, hands, legs, feet, and/or the entire body						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Crawling	X					
Walking	X					
Grasping					X	Most tasks (computer mouse)
Fine Manipulation of Hands (e.g., writing, typing, assembly, tool use)					X	All tasks
Operation of Foot Pedals					X	Most tasks (optional)

H. Minimal Body Movement						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Sitting					X	All tasks
Standing					X	All tasks (Optional)

2. WORKING CONDITIONS/WORK ENVIRONMENT						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
Unpleasant Environment						
Noise levels over 70 decibels (equal to busy street traffic)	X					
Exposure to extremes in temperature	X					
Working in areas with limited ventilation	X					
Health Risk						
Exposure to chemicals, dust, and/or fumes	X					
Exposure to bio-hazards (blood-borne pathogens, sewage, hospital waste)	X					
Exposure to radiation, lead, radon, asbestos, EMF or other carcinogens	X					
Accident Risk						
Close working proximity to hazardous equipment and machinery	X					
Working at heights over 6 feet from the ground	X					

3. COGNITIVE/ INTERPERSONAL/PSYCHOLOGICAL STRESSORS						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
Cognitive						
Performing tasks requiring intense concentration	X					
Performing repetitive tasks					X	All tasks
Sustaining attention despite interruptions					X	Most tasks
Shifting attention from one issue to another based on priorities					X	Most tasks
Performing tasks requiring significant independent judgment, or with minimal supervision					X	Most tasks
Making complex decisions while considering several factors					X	Most tasks
Performing tasks with deadlines					X	Most tasks
Paying attention to detail					X	Most tasks
Interpersonal						
Performing tasks as part of a team, where members rely on each other					X	Most tasks (BCC & RTO)
Performing tasks for general public in service-related position					X	Most tasks (EBO)
Performing tasks that elicit negative responses from the public					X	3, 4, 5, 7, 10, 13 (EBO)
Psychological Stressors						
Working in area/conditions where risk to own safety or others is high	X					
Performing tasks that can be emotionally disturbing				X		Most Tasks (EBO & RTO)
Using/exposure to weapons	X					
Working in areas with limited space (underground tunnels, crawl spaces, elevators)	X					

4. <u>SENSES/SPEECH</u>			
	No	Yes	Task #s
Hearing			
Hearing Acuity		X	Most Tasks (EBO, RTO, BCC)
Understanding speech in presence of noise		X	Most tasks
Localizing sound	X		
Vision			
Visual Acuity		X	Most tasks
Depth Perception	X		
Color vision –accurately and quickly identifying colors	X		
Touch			
Performing tasks that require sense of touch	X		
Smell			
Performing tasks that require sense of smell	X		
Speaking			
Speaking clearly enough to be understood		X	Most tasks (EBO & RTO)
Using public address system, phone, radio		X	Most tasks

5. <u>MOVING VEHICLES/HEAVY DUTY MACHINERY AND EQUIPMENT</u>			
LIST:			
	No	Yes	Task #s

PHYSICAL AND MENTAL ACTIVITY FORM 10/30/07

Job Class:	Police Service Representative (Field PSR)
Class Code:	2207

Instructions: Below is a list of activities and other characteristics of the job class. First indicate the frequency with which the task is performed – never, monthly, weekly, up to one hour/day, or more than one hour/day. Next, indicate the task numbers of the best 3-4 examples of tasks for which the listed activities are required. (Note: Essential Functions are denoted by bold task numbers)

1. PHYSICAL ABILITIES						
A. Muscular Strength – exerting muscular force against objects or to move one’s own body						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Pushing/Pulling	X					
Lifting – from floor Item Lifted: <u>record ret. box</u> Weight: <u>20-25 lbs.</u>				X		7
Item Lifted: Printer paper box Weight: 20-25 lbs.			X			1,7
Lifting – from table Item Lifted: <u>Log books</u> Weight: <u>5-10 lbs.</u>					X	2,3,5,13, 14, 16
Item Lifted: Supplies Weight: 20-25 lbs.		X				
Carrying Item Carried: Reports Weight: 5-10 lbs.			X			
Item Carried: Supplies Weight: 20-25 lbs.		X				
B. Muscular Endurance – continuous muscular exertion for more than two minutes; resistance to muscular fatigue						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity:	X					
C. Anaerobic Capacity – exertion of maximum physical effort for 5 to 90 seconds						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity:	X					

D. Cardiovascular Endurance – sustaining physical effort for more than 5 minutes that results in increases in breathing and heart rate						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity:	X					
E. Flexibility – bending, stretching, and or twisting the body, arms, or legs						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Twisting Back	X					
Reaching Above Shoulder					X	Most tasks
Reaching Below Shoulder					X	Most tasks
Bending Neck					X	5, 10, 14 Phone
Bending Wrist					X	Most tasks
Bending Waist	X					
Bending Knees	X					
F. Balance – maintaining the body in a stable position						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Walking on uneven surfaces	X					
Climbing equipment (e.g., ladder, pole, scaffolding)	X					
G. Coordination – precision in sequencing and/or simultaneous movement of the arms, hands, legs, feet, and/or the entire body						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Crawling	X					
Walking					X	10, 13
Grasping					X	5, 9, 10, 12, 14
Fine Manipulation of Hands (e.g., writing, typing, assembly, tool use)					X	Most tasks
Operation of Foot Pedals	X					

H. Minimal Body Movement						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Sitting					X	Most tasks
Standing				X		1

2. WORKING CONDITIONS/WORK ENVIRONMENT						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
Unpleasant Environment						
Noise levels over 70 decibels (equal to busy street traffic)		X				Seasonal
Exposure to extremes in temperature	X					
Working in areas with limited ventilation	X					
Health Risk						
Exposure to chemicals, dust, and/or fumes	X					
Exposure to bio-hazards (blood-borne pathogens, sewage, hospital waste)		X				1,2
Exposure to radiation, lead, radon, asbestos, EMF or other carcinogens	X					
Accident Risk						
Close working proximity to hazardous equipment and machinery	X					
Working at heights over 6 feet from the ground	X					

3. COGNITIVE/ INTERPERSONAL/PSYCHOLOGICAL STRESSORS						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
Cognitive						
Performing tasks requiring intense concentration		X				Seasonal
Performing repetitive tasks					X	Most tasks
Sustaining attention despite interruptions					X	1, 5, 6, 9, 10, 11, 12
Shifting attention from one issue to another based on priorities					X	1, 5, 6, 9, 10, 11, 12
Performing tasks requiring significant independent judgment, or with minimal supervision					X	1, 2, 10, 11, 12 Most tasks
Making complex decisions while considering several factors		X				
Performing tasks with deadlines			X			13, 17
Paying attention to detail					X	1, 2, 6, 7, 8, 9, 15, 16
Interpersonal						
Performing tasks as part of a team, where members rely on each other	X					
Performing tasks for general public in service-related position					X	Most Admin. & Com.
Performing tasks that elicit negative responses from the public					X	1, 2, 6, 9
Psychological Stressors						
Working in area/conditions where risk to own safety or others is high					X	1, 2, 10, 11, 12
Performing tasks that can be emotionally disturbing					X	1,2
Using/exposure to weapons					X	All tasks
Working in areas with limited space (underground tunnels, crawl spaces, elevators)	X					

4. <u>SENSES/SPEECH</u>			
	No	Yes	Task #s
Hearing			
Hearing Acuity		X	1, 3, 4
Understanding speech in presence of noise		X	Area Command Center
Localizing sound	X		
Vision			
Visual Acuity	X		
Depth Perception	X		
Color vision –accurately and quickly naming colors	X		
Touch			
Performing tasks that require sense of touch	X		
Smell			
Performing tasks that require sense of smell	X		
Speaking			
Speaking clearly enough to be understood		X	Most tasks
Using public address system, phone, radio		X	Most tasks

5. <u>MOVING VEHICLES/HEAVY DUTY MACHINERY AND EQUIPMENT</u>			
LIST:	No	Yes	Task #s