COUNTY OF LOS ANGELES

500 West Temple Street, Suite 588 Los Angeles, CA 90012

ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Introduction

An Essential Functions Position Analysis (EFPA™) describes the classification/position and not the work of an individual employee. It is a critical tool to use when determining if or how a candidate's or employee's work restrictions may impact the traditional physical/mental/emotional demands of the position. The EFPA assists the parties to determine where discussions relating to reasonable accommodation need to begin. It is intended to be a straightforward document providing the reader with the following: 1) core purpose for the position, 2) essential functions which are critical or fundamental to the successful performance of the position, 3) work environment and conditions where the essential functions are performed, 4) listing of skills and abilities that an individual must possess to perform the essential functions, and 5) the mental and emotional demands required to successfully perform the essential functions. EFPAs are also key documents to provide to physicians to ensure that they understand the position and can identify specific work restrictions or activities that may not be safe for an individual to perform.

POSITION TITLE	DEPARTMENT / DIVISION
GROUP SUPERVISOR – NIGHTS	PROBATION

I. Classification/Position Summary:

Ensures order and security during normal nighttime sleeping hours in a facility maintained for the custody, care, treatment or rehabilitation of juveniles. Positions allocable to this class work under the technical and administrative supervision of the professional or other staff member responsible for facility operation on the assigned shift. The positions are assigned to a living unit of a custody, care, treatment, or rehabilitative facility during sleeping hours when there is normally minimal contact with detained juveniles. Incumbents must exercise a basic knowledge of the rules and procedures of the facility sufficient to respond properly to events occurring during the nighttime and to the particular needs of individual juveniles, including one-on-one supervision. Also allocable to this class are positions assigned to an admitting area to carry out standard procedures for the admission and release of juveniles during the night shift and to provide back-up to the living unit staff.

Position Details	Full time; Hourly
Work Hours / Hours per Week	Typical work hours are 10:00 p.m. and 6:00 a.m.; 5/8 schedule; schedule may change to meet the needs of the County.
Days of the Week	Monday through Sunday Group Supervisor – Nights on 5/8 schedule start on various days, with incumbents working 5 days in a row, followed by 2 days off; shifts assigned based on seniority and preference. The County of Los Angeles probation department is a 7 day a week 24 hours a day operation requiring around the clock coverage.
Overtime /Holidays Required	Yes, voluntary / as assigned / required; holiday if falls on assigned shift
Paid / Unpaid Breaks	Two 15-minute breaks; incumbents are required to be available to respond immediately to the needs of juveniles or other calls for service while on duty; breaks are taken as workload demands.
Position represented by a Collective Bargaining Agreement?	Yes; AFSCME (American Federation of State, County, Municipal Employees)

NOTES: N/A

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II. Essential Functions of Classification/Position:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The following functions have been determined to be essential only after carefully evaluating them and determining: the function is the primary reason for which the position was established; removing the function would fundamentally change the position, or eliminate the need for the position; there is a lack of qualified employees available to perform such a function; and for some functions, there are severe consequences if the position is not required to perform the function and the function requires specialized expertise. Essential Functions will be reviewed for each incumbent and the above criteria will be evaluated to ensure that a particular function remains essential for a particular candidate or employee in need of accommodation.

Essential Functions

Actual assignment hours may vary. This document is based on an 8-hour day and 40 hour per week schedule.

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
1	**JUVENILE OVERSIGHT / SECURITY:** Maintains order and security in the living unit and investigates unusual sounds and occurrences; makes periodic rounds of the living unit to verify the presence of all juveniles assigned and to guard against problems such as fires; supervises juveniles on awakening, in dressing, and in preparing their sleeping area for the day. It was clarified in interviews that incumbent maintains oversight of assigned areas of security within Juvenile Detention Facilities within the County of Los Angeles during established sleeping hours, typically from 10:00p.m. to 6:00a.m.; receives pass on from off-going day-shift; receives and confirms paperwork (board) is in order and that it contains an accurate accounting of juveniles in area of responsibility; verifies that all juveniles are in a healthy / safe state; may physically interacts with juvenile detainees throughout shift as necessary, often when juveniles request to use restroom facilities or water fountains during; manages movement among, throughout and between housing units and restrooms as required and according to facility policies; provides segregation of juveniles as required for their safety based on affiliations and gender etc.; conducts searches as required to confiscate illegal contraband or dangerous / prohibited items as legally indicated; manages and controls the behavior of combative and / or suicidal juveniles; juveniles are categorized based upon ongoing mental health assessments; **level three status** requires constant one-on-one juvenile monitoring by staff to prevent potential self-harm or suicide attempts, **level two status** requires juvenile bed checks to be performed every 10 minutes and **level one status** requires juvenile bed checks every 15 minutes throughout the shift; incumbents notify supervisor, calls EMS or facility nurse if required; may move juveniles to other locations in the facilities if necessary to increase safety and security; ensures juvenile detainees are in a safe environment while they sleep. Clarification was further provided in interviews with that incumbent may conduct mediation with juvenile detainees involved in arguments, altercations and other misconduct; discusses behavior and invites negotiations for resolution; teaches conflict resolution skills and concepts; assists juvenile detainees with developing peer healthy relationships. It was also clarified in interviews that the extent of these duties is heavily dependent on the types of needs that exist within the assigned juvenile population and may vary greatly from site-to-site within the County.	**Up to 88% of the shift,** concurrent with all other essential functions

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#	Description of Essential Functions	Percentage of Typical Work Day / Notes
2	**BEHAVIOR MODIFICATION / INTERVENTION**: Takes appropriate action to prevent escapes, rule infractions, or other disturbances; may restrain or assist in restraining combative or emotionally disturbed juveniles. It was clarified in interviews that incumbent may be required to physically intervene to break up fights, altercations, escapes, suicide attempts, arguments, self-harm, etc. Incumbents receive training on diffusing / de-escalation / re-directing of situations requiring intervention and typically attempts to avoid the need for physical restraint or physical contact. If physical contact is unavoidable because juvenile is combative / uncooperative, incumbent may need to maintain physical control of combative / uncooperative juveniles using appropriate restraints to prevent injury and will request assistance from other facility personnel. It was further clarified in interviews that the extent of these duties is heavily dependent on the types of needs that exist within the assigned juvenile population and may vary greatly from site-to-site within the County.	**100% of the shift,** concurrent with all other essential functions
3	**GENERAL FACILITY / DETENTION FACILITY MANAGEMENT:** Inspects bedding to prevent misuse and ensure safety, and monitors ventilation and heating levels in the living unit to maintain a comfortable environment. It was clarified in interviews that incumbent assists with trash pick-up throughout facility as required; ensures or directs juveniles to maintain the cleanliness of housing facilities or grounds; may be required to clean-up spills, vomit, water from flooded areas, etc.; may assist with completing laundering duties by using washer and dryer, may be required to issue clean bedding to replace soiled bedding as necessary. It was further clarified in interviews that Juvenile Hall facilities serve as an institutional setting that temporarily houses juvenile for primarily two reasons: prior to their court dates and/or after their adjudication, pending transitional placement/services. The Juvenile detention facilities currently in use by County of Los Angeles: Central Juvenile Hall, Los Padrinos Juvenile Hall and Barry J. Nidorf Juvenile Hall, Dorthy Kirby Center, Camp Afflerbaugh-Paige, Camp Vernon Kilpatrick, Camp Glenn Rockey, Camp Joseph Scott, Camp Kenyon Scudder, Challenger Memorial Youth Center.	**Up to 5% of the shift,** concurrent with essential functions #1,2,4,5,6,8,10
4	**COMMUNICATION / COLLABORATION:** It was clarified in interviews that incumbent will be responsible to respond to calls on two-way radio for directives from Supervisor and other personnel in need of assistance; collaborate cross-functionally with other staff, maintenance personnel, Fire, Police, EMS etc. in the course of work; pass on pertinent information to on-coming day shift personnel; may greet and direct visitors to the appropriate locations during shift if working at front desk; cooperate and assist responding medical, fire and police officers when responding to emergency activities in facilities; direct emergency vehicles and personnel during on-site emergencies; address unauthorized visitors; communicate with maintenance or custodial staff regarding any relevant issues or mechanical issues observed on detention facility grounds; maintains positive work environment; encourages a team approach; help provide solutions to remove barriers; represents the County professionally in words, appearance and actions.	**100% of the shift,** concurrent with all other essential functions

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5	**REPORTS / LOGS / RECORDS:** Keeps records, makes reports, and performs other clerical duties as assigned, observes and records the behavior and actions of individual juveniles; comforts or disciplines juveniles as necessary. It was clarified in interviews that incumbent completes and maintains a variety of reports and records related to detention facility activity and juvenile detainees; maintains a movement log to track restroom usage and other movements through facilities during shift by juveniles; completes bed check log throughout shift and ensures detainees are located where they are supposed to be; updates bed check log reflecting new location if it becomes necessary to move a juvenile detainee during the shift; assists with completing or compiling reward chart / merit ladder information which is used to track good and bad behaviors of juvenile detainees and incentivizes good behavior; completes transportation log if transporting juvenile detainee(s) outside the facility. It was further clarified in interviews that incumbent may complete detention facility activity reports regarding special circumstances within the detention facility (i.e. fights, use of force, etc.); writes narrative describing the incident, who was involved, what steps were taken, etc.; may collect witness statements; provides all information to supervisor for review and further handling.	**Up to 40% of the shift,** concurrent with essential functions #1,6,7,11,12
6	**EQUIPMENT USAGE & MAINTENANCE:** It was clarified in interviews that incumbent utilizes a variety of equipment such as but not limited to two-way radio, handcuffs, AED, keys, restraints, County vehicles, standard office equipment such as computers, printers, copiers, etc. It was further clarified in interviews that incumbent generally will direct the cleaning of facilities by juveniles but may on occasion utilize cleaning materials and agents, including mops, brooms, disinfectants, etc.; incumbent checks proper maintenance and expiration dates on AEDs throughout detention facility.	**Up to 50% of the shift,** concurrent with essential functions #1,2,3,4,5,7,8,10
7	**DRIVING / TRANSPORT:** May transport or ready juveniles for transportation to medical care facilities, courts or other locations. A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. It was clarified in interviews that incumbents will drive a variety of County-owned vehicles and equipment such as cars, pick-up trucks, vans, golf carts, etc.; typically, within County limits; incumbent may transport juveniles in County owned vehicles, typically vans; because incumbents work during sleeping hours transporting of juveniles is rare and generally only performed when juveniles require medical attention at an off-site medical treatment facility. It was further clarified in interviews that incumbent must exhibit solid judgment, regularly and reliably follow all traffic and safety rules, remain nimble and prepared, exhibit good reaction skills and be able to safely and professionally maneuver vehicles within a busy, City environment filled with pedestrians, skateboarders, bicyclists, etc.	**As Needed**

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8	**RULES AND REGULATIONS / POLICIES AND PROCEDURES:** It was clarified in interviews that incumbent maintain current knowledge of all applicable laws, regulations, policies and procedures for the position; ensures compliance with all applicable laws throughout shift; provides training to new incumbents via job shadowing or coaching.	**100% of the shift,** concurrent with all other essential functions
9	**DEPOSITIONS / COURT APPEARANCE:** It was clarified in interviews that incumbent may be deposed in cases involving litigation against the County on cases overseen by incumbent in his/her position as Group Supervisor - Nights, pending litigation on cases in which incumbent was involved (i.e. witnessing criminal behavior/accidents, fights, sexual assaults, etc.); may serve as a witness to provide information about operational protocols/parameters as part of pending litigation; may attend administrative hearings as requested. It was further clarified in interviews that expert witness testimony may require several days of time and varies greatly on a case-by-case basis.	**As Needed**
10	**EMERGENCY RESPONSE / FIRST AID:** Ensures that injured or ill juveniles obtain nursing or medical attention; ability to function effectively in emergency situations. It was clarified in interviews that incumbent is required to have the physical abilities to assist other staff as needed; responds to emergency calls within the detention facility environment; recognizes and responds to calls for the protection of life and property; provides basic first aid and CPR for injured juveniles; requests additional medical attention when required; physically engages to prevent suicide attempts, abuse, self-harm of juveniles who reside in the detention facility; clears obstructions or items that may cause injury to juveniles and others; intervenes in juvenile disputes to protect safety, security and maintain order; must be physically able to drag juveniles to safety in the event of an emergency (i.e. fire, earthquake, suicide by hanging attempt, etc.); serves as back-up to all other staff as required during altercations to ensure security, safety and maintenance of order within the detention facility; use physical force and restraint techniques as appropriate to secure situations and subdue or protect oneself from aggressors. It was further clarified in interviews that incumbent administers first aid and CPR only in the event of any emergency in assigned detention facilities; may assist detainees with wheelchair or on crutches; clears area in event of a seizure or positions seizing individual in order to enhance their safety during seizure activity.	**Up to 100% of the shift,** concurrent with all other essential functions

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11	**MEETINGS / TRAINING:** It was clarified in interviews that incumbent meets informally at each shift change to exchange information with coworkers on status of juveniles, brief on issues to oversee and potential situations that might escalate etc. on a daily basis; attends regularly-scheduled unit meetings to discuss operational details and share information; participates in department-wide meetings as assigned; attends periodic training sessions as needed on a variety of specific work-related topics to further professional development; may utilize on-line training sessions as required; attends all required OSHA trainings; participates in applicable County-provided training as required annually on topics such as safe driving, sexual harassment, customer service, tactical communication, etc.; remains responsible for attending a variety of meetings, trainings and briefings associated with the work performed in the assigned detail. It was further clarified in interviews that incumbent keeps a current CPR (cardiopulmonary resuscitation) certification which requires annual recertification.	**Up to 5% of the shift,** concurrent with all other essential functions

III. No Non-Essential Functions:

IV. Physical Requirements:

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Weight Bearing Activities				
Weight Bearing *(standing & walking)*	Occasional to Continuous	2.5 Hours	1,2,3,4,5,6,8,10,11	Conducting bed checks, conversations with juveniles; standing with paramedics or officers; front desk duties; using office equipment; conducting pat-downs; laundry / bedding duties; moving juveniles to new locations; conducting safety checks; patrolling detention facility corridors and grounds; obtaining supplies/paperwork; walking juvenile to vehicle for transport; emergency response.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Standing	Seldom to Occasional	30 Minutes	1,2,3,4,5,6,8,10,11	Performing bed checks; performing; observing juveniles; conducting conversations with juveniles; standing with paramedics or officers; at desk for check-in; using office equipment; conducting pat-down; laundry duties.
Walking	Occasional to Continuous	5 Minutes intermittently (typical) 15 Minutes (larger camp facilities)	1,2,3,4,5,6,8,10	Performing room checks; moving juveniles to new locations; conducting safety / bed checks; patrolling detention facility corridors; obtaining delivering supplies / paperwork; walking juvenile to vehicle for transport; emergency response.
Walking *on uneven terrain*	Occasional to Frequent	2 Minutes intermittently	1,2,3,4,5,6,8,10	Performing room checks; moving juveniles to new locations; conducting safety / bed checks; patrolling detention facility corridors; obtaining delivering supplies / paperwork; walking juvenile to vehicle for transport; emergency response.
Running	Infrequent to Seldom	1 Minute (typical) 5 Minutes (larger camp facilities)	1,2,10	Breaking up a fight; assisting staff with combative juvenile; emergency response if called to assist; pursuing juvenile attempting to escape.
Jumping	Infrequent to Seldom	Seconds	1,2,10	Avoiding debris, equipment or people in emergency situations.
Climbing *ladder, stairs, stools*	Infrequent to Seldom	Seconds (typical) 1 Minute (facilities with stairs)	1,2,3,4,5,8,10	Utilizing stairs in detention facilities environment to conduct bed checks; using step stool or ladder to reach supplies or perform maintenance; using stairs in multi-story buildings; climbing into County van or vehicles.
Balancing *above ground*	Seldom to Occasional	5 Minutes	1,2,3,4,5,8,10	Utilizing stairs in detention facility environment; using step stool to reach supplies; using stairs in multi-story buildings; maintain balance during altercations; walking on slippery floor surfaces in detention facility environment.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Bending *at the waist*	Occasional to Frequent	5 Minutes	1,2,3,4,5,6,7,8,9,10,11	Performing bed checks; retrieving files and equipment; restraining juveniles if required; picking up debris; laundry duties; speaking with juvenile through slot in room door; performing CPR or utilizing an AED or other medical equipment; using office equipment; loading paper into copier; getting in and out of vehicle. Partial bends will happen for seconds at a time repetitively, while longer bends typically will occur in the event of engaging in physically restraining a juvenile. It is noted that incumbent will partially bend at the waist repeatedly throughout the shift but will typically not hold a sustained bend for more than a minute at a time.
Twisting at waist *side to side*	Seldom to Occasional	Seconds repetitively	1,2,3,4,5,6,7,8,9,10,11	Monitoring detention facility environment; conducting room checks; speaking with someone while seated; laundry duties; restraining juveniles if required.
Stooping *slight bend at knees*	Seldom to Occasional	3 Minutes	1,2,3,4,6,8,10	Performing bed checks; conducting pat downs; searching juvenile and sleeping areas; retrieving files and equipment; restraining juveniles if required; picking up debris; laundry duties; cleaning duties; speaking with juvenile through slot in room door; using office equipment; loading paper into copier.
Squatting	Infrequent to Occasional	3 Minutes	1,2,3,4,6,8,10	Performing bed checks; conducting pat downs; searching juvenile and sleeping areas; retrieving files and equipment; rendering medical aid or assistance; assisting juvenile on floor; restraining juveniles if required; picking up debris; laundry duties; cleaning duties; speaking with juvenile through slot in room door; using office equipment; loading paper into copier.

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Other / Sedentary / Non-Weight Bearing				
Sitting	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7,8,9,10,11	Booking cage duties; driving County-owned vehicle; driving personal vehicle; attending County mandated training; depositions/court appearances; attending meetings; completing paperwork; computer data entry; writing detention facility incident reports; observing juveniles at level three (constant monitoring) watch level.
Driving	Infrequent to Frequent	*15 Minutes	6,7	Driving County-owned vehicles; sedan; detention facility vans; personal vehicle; it was clarified in interviews that incumbents do not drive often during sleeping / night hours, typically only for transporting to medical facilities if necessary. * It was clarified in interviews with incumbents that different work sites may experience longer periods of driving depending on the location of the worksite.
Kneeling *one or both knees*	Infrequent to Seldom	5 Minutes	1,2,3,4,6,10	Performing bed checks; conducting pat down; searching juvenile; getting low to talk to a juvenile; retrieving files and equipment; restraining juveniles if required; applying handcuffs; picking up debris; laundry duties; cleaning duties; speaking with juvenile through slot in room door; using office equipment; loading paper into copier; applying AED; performing CPR.
Crawling *on hands and knees*	Infrequent to Seldom	Second	1,2,3,4,6,10	Emergency situations; training for fire escape; engaging in altercation with juvenile; rescuing juvenile in case of emergency or suicide attempt; accessing under bed space.
Lying Down *back, side or stomach*	Never	N/A	N/A	Emergency situations only.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Upper Extremity / Arm Movement				
Pushing	Seldom to Occasional	1 Minute	1,2,3,4,5,6,8,10	Opening/closing doors; opening/closing file drawers; moving paperwork across desktop; performing ; moving carts; moving heavy detention facility doors; pushing a mop bucket; engaging in alteration with juvenile; restraining juvenile; escorting a combative juvenile.
Pulling	Seldom to Occasional	1 Minute	1,2,3,4,5,6,8,10	Opening/closing doors; opening/closing file drawers; moving paperwork across desktop; removing radio from charging base; opening/closing trunk on vehicle; moving carts; moving heavy detention facility doors; engaging in alteration with juvenile; opening van doors; restraining juvenile; escorting juvenile to room.
Reaching – above shoulder level	Seldom to Occasional	Seconds	1,2,3,4,5,6,8,10	Performing search or pat down of juvenile; signaling to coworkers; engaging in altercation with juvenile; restraining juvenile; reaching overhead items; using radio mic; intervening in a suicide by hanging incident.
Reaching – at shoulder level	Seldom to Occasional	*15 Minutes	1,2,3,4,5,6,7,8,10	Performing search or pat down of juvenile; opening doors; driving; writing; completing computer work; performing bed checks; laundry duties; using radio; restraining or assisting a juvenile.* It was clarified in interviews with incumbents that different work sites may experience longer periods of reaching at shoulder level due to drive times being longer, depending on the location and size of the worksite.

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Reaching – below shoulder level	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7,8,9,10,11	Performing bed checks; removing items from drawers ; performing paperwork and computer work; operating AED or other medical gear; searching juvenile or conducting pat down; driving; laundry duties; pushing cart; waking a sleeping juvenile.
Steering	Seldom to Frequent	*15 Minutes	6,7	Driving County-owned vehicles; using carts; using meal cart; wheeled trash can; wheeled mop bucket * It was clarified in interviews with incumbents that different work sites may experience longer periods of steering depending on the location and size of the worksite.
Cervical Spine / Neck Movement				
Extension of the neck *looking upward*	Seldom to Occasional	10 Minutes	1,2,3,4,5,6,8,9,10,11	Monitoring detention facility environment; conducting room / dormitory / housing checks; checking top tier bunks; sitting while talking with a standing individual; retrieving supplies from a high shelf; searching juvenile or conducting pat down; engaging in altercation with juvenile; looking up to 2nd floor; checking clock on the wall for time.
Flexion of the neck *looking downward*	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7,8,9,10,11	Monitoring detention facility environment; conducting room checks; completing paperwork; performing bed checks; data entry into computer; searching juvenile or conducting pat down; engaging in altercation with juvenile; utilizing medical equipment.
Twisting of the neck *side to side*	Occasional to Continuous	Seconds at a time repetitively	1,2,3,4,5,6,7,8,9,10,11	Monitoring detention facility environment; conducting room / dormitory / housing checks; completing paperwork; data entry into computer; searching juvenile or conducting pat down; engaging in altercation or restraining a juvenile.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Upper Extremity / Hand Activities				

Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Fine Manipulation	Seldom to Frequent	Seldom to Frequent	5 Minutes	1,2,3,4,5,6,8,9 10,11	Writing; dialing phone; operating buttons on mobile radio; using keys; searching juvenile or conducting pat down; turning knobs; sorting paperwork; using flashlight buttons; filing; using intercom system; operating buttons on AED; filling out forms and checklists.
Keyboarding / Typing	Seldom to Frequent	Seldom to Frequent	60 Minutes	4,5,6,11	Using computer keyboard; email; typing detention facility incident reports; data entry; entering timecard information.
Simple Grasp	Occasional to Continuous	Occasional to Frequent	10 Minutes	1,2,3,4,5,6,7,8 9,10,11	Using keys; using writing utensils; searching juvenile or conducting pat down; holding flashlight and mobile radio; holding telephone receiver; delivering clean linens; laundry duties; holding clipboard.
Up & Down Flexion of Wrist	Seldom to Occasional	Seldom to Occasional	Seconds repetitively *3-5 Minutes	1,2,3,4,5,6,7,8 9,10,11	Writing; using keyboard for typing; signaling to coworker; performing ; searching juvenile or conducting pat down; engaging in altercation with juvenile, moving hand from keyboard to mouse; *performing CPR; using AED.
Side to Side Motion of Wrist	Seldom to Occasional	Seldom to Occasional	Seconds	1,2,3,4,5,6,7,8 9,10,11	Cleaning duties; manipulating paperwork; using computer mouse; performing ; searching juvenile or conducting pat down; engaging in altercation with juvenile.
Turning / Rotation of Wrist or Hand	Seldom to Occasional	Seldom to Occasional	Seconds	1,2,3,4,5,6,7,8 9,10,11	Turning doorknobs; using keys; ignition in vehicle; performing ; handcuff use; searching juvenile or conducting pat down; engaging in altercation with juvenile.

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Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Gross Manipulation	Seldom to Occasional	Seldom to Occasional	20 Minutes	1,2,6,10	Searching juvenile or conducting pat down; engaging in altercation with juvenile; emergency situations; manipulating handcuffs; using carts; physically restraining a juvenile; removing an injured juvenile, intervening in hanging suicide attempt.
Powerful Grasp/ Tight Grasp	Seldom to Occasional	Seldom to Occasional	5 Minutes	1,2,6,10	Engaging in altercation with juvenile; emergency situations; manipulating handcuffs; steering heavy carts; physically restraining a juvenile.

V. Lift/Carry Weight Requirements:

Weight Lifted / Carried (lbs.)	Frequency	Max. Height Lifted	Distance Carried	Examples of How Activity is Performed	Occurs in Essential Function(s)
1 to 10	Occasional to Continuous	Above Shoulder	100 Yards	Handcuffs; flashlight; detention facility manuals; ream of paper (5#); small office supplies (i.e. pens, pencils, etc.); paperwork; coffee cup; clip board; detention facility bedding, portable radio; AED (5#); bottles of cleaning supplies, broom, wet / dry mop	1,2,3,5,6,8,10 11
11 to 25	Infrequent to Occasional	To Chest	5 Yards	Mop buckets; backpack of personal effects	2,3,6,10
26 to 50	Infrequent to Occasional	To Waist	30 Yards	Ability to engage in physical altercations/restrain combative juveniles; box of copier paper (40#)	2,10
51 to 75	Infrequent to Occasional	Below Waist	30 Yards	Ability to engage in physical altercations/restrain combative juveniles; ability to cut juvenile down in event of suicide by hanging attempt; ability to drag juveniles in event of an emergency	2,10
75 plus	Infrequent to Occasional	Below Waist	30 Yards	Ability to engage in physical altercations/restrain combative juveniles; ability to cut juvenile down in event of suicide by hanging attempt; ability to drag juveniles in event of an emergency	2,10
NOTES: It was clarified in interviews with incumbents that during sleeping hours (night shift) there is limited lifting and carrying necessary.					

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VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Work Day Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Work Day Usage/Operation
Computer and associated peripherals (i.e. printer, scanner, etc.)	Seldom to Frequent	County-owned vehicle	Infrequent to Occasional
Portable radio	Seldom to Frequent	Intercom system	Seldom to Occasional
Medical equipment	Infrequent to Occasional	Personal Vehicle	Infrequent to Occasional
Custodial equipment (i.e. mops, brooms, etc.)	Infrequent to Seldom	Phone	Seldom to Frequent
Soft Restraints	Infrequent to Seldom	N/A	N/A

VII. Work Environment:

Summary / Overview of Environmental Conditions: Work is performed at juvenile detention facilities in the County of Los Angeles during sleeping hours where noise is limited, incumbents may experience biohazards such as blood, urine, saliva, feces. Physical demands include restraining and moving combative juveniles which may require motions such as dragging, pulling, lifting, carrying and supporting juveniles. Must be able to work a night shift schedule to include weekends, evenings, holidays and/or irregular hours and on occasion may be held over to cover staffing shortages to ensure juveniles are properly supervised. Incumbents mainly work indoors in climate-controlled facilities, indoor flooring may consist of linoleum, carpet or tile, concrete. Incumbents may also on occasion work outdoors and may experience outdoor surfaces which may include gravel, asphalt, dirt, grass and cement, uneven pavement, slippery ground, tree roots, curbs, slopes, etc.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Continuous	Detention facilities; offices; courtroom; other County buildings.
Outdoors	Infrequent to Occasional	Transporting juveniles; attending court; visiting other County buildings; offsite meetings or trainings; moving juveniles to other sleeping facilities if necessary.
Customer / Public Contact	Frequent to Continuous	Juveniles; co-workers; other County employees; external agency partners; Fire and EMS personnel; general public; County officials.
Fragrances / Scents / Odors	Occasional to Continuous	Juvenile bodily odors; co-worker's fragrances/perfumes; restroom odors; cleaning supplies.
Traffic	Infrequent to Frequent	Transporting juveniles to offsite locations; attending offsite meetings or trainings.
Humid / Wet / Extreme Heat	Infrequent to Occasional	Indoor environment is climate-controlled typically cooler than normal indoor environments; seasonal weather while performing duties outdoors.

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Chemicals / Cleaners / Fumes / Vapors	Infrequent to Frequent	Vehicle exhaust during juvenile transport; cleaning supplies; bleach.
Excessive Noise / Decibels	Infrequent to Occasional	Juvenile noise; intercom; sirens and alarms in emergency and natural disaster situations; intercom use; typically, night-time hours are quiet.
Working Above Ground	Infrequent to Occasional	Using step stool to retrieve supplies; may need to climb to access top tier bunks in rooms; climbing stairs in multi-story facilities, intervening in suicide by hanging attempt.
Lighting / Lumen	Continuous	Direct and indirect sunlight; fluorescent / LED light indoors; Flashlight lighting during night bed checks.
Bloodborne Pathogen Exposure / Working with Biohazards	Seldom to Frequent	Potential to come in contact with urine/feces/saliva/blood from juveniles; detention facility environment has potential exposure to lice, TB, HIV, Hepatitis, etc. via physical interaction with juveniles. Incumbent does not typically have responsibility for clean-up bio-hazard spills but on occasion may be required to do so.
Dust, Fine Particles, Allergens	Infrequent to Seldom	Seasonal conditions when outdoors; office dust.
Vibration	Infrequent to Occasional	Using carts on uneven or cracked surfaces; driving on uneven terrain.
Corrosives / Toxic Substances	Infrequent to Seldom	Use of some cleaning products such as bleach and or other disinfectants.
Low / High Voltage	Infrequent to Seldom	AED usage, plugging and unplugging electrical components.
Dangerous / Explosive Hazards	Infrequent to Seldom	Bomb threats to Detention facilities.
Confined Spaces	Infrequent to Seldom	Accessing small juvenile rooms / living quarters; potential for engaging in juvenile restraint in room with several other officers in tight quarters.
Machinery	Never	N/A
Exposure to / Operation of Heavy Machinery	Never	N/A
Other	Seldom to Continuous	May have contact with violent and aggressive committing crimes against other juveniles or staff during the course of duty and will need to intervene / restrain and possibly physically engage with combative / disruptive juveniles as necessary.

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VIII. Communication Abilities / Sensory Functioning:

Sensory Demand / Method	Frequency	Performed in Functions	Notes / Examples
Smell: *Distinguish odors, able to smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals, etc.*	Continuous	1,2,3,4,5,6,7,8,9 10,11	Emergency situations; to be able to smell fire or gas leak to alert other personnel; narcotic detection; alcohol use detection; restroom odors.
Sight: *Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.*	Continuous	1,2,3,4,5,6,7,8,9 10,11	See in the normal visual range with or without correction; vision sufficient to monitor juveniles, and stop illegal behavior, read computer screens and printed documents; constant monitoring of juvenile activity; awareness of vandalism / graffiti / crimes.
Hearing: *Comprehend oral language and sounds and react appropriately.*	Continuous	1,2,3,4,5,6,7,8,9 10,11	Hear in the normal audio range with or without correction; exposure to noise; interacting with visitors, juveniles, staff; awareness of activity in surrounding areas; listening to conversations; utilizing two-way radio/ room phone; conducting mediations; hearing calls for help from staff or juveniles.
Speaking: *Orally communicate information and ideas with comprehension*	Seldom to Continuous	1,2,3,4,5,6,8,9 10,11	Assisting co-workers; responding to and juvenile's needs; using two-way radio / phone; meeting and training participation; reporting activities to supervisor; conducting mediations / de-escalating / redirecting.
Reading: *Comprehend the written word*	Seldom to Occasional	1,2,3,4,5,6,7,8,9 10,11	Printed material; computer data; forms; emails; handwritten notes and messages; bed charts; reward charts; reading clock; incident reports.
Writing: *Composing communications in writing*	Seldom to Occasional	1,2,3,4,5,6,8,9 10,11	Handwriting; computer data entry; detention facility logs; detention facility incident report completion; housing assignments; transportation forms.

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Math*: Compute a series of numeric variables, measurements,*	Seldom to Frequent	1,2,3,4,5,6,8,9 10,11	Simple calculation checks on data entry being verified; dates and time; calculating time; competing time sheet.

IX. Personal Protective Equipment / Safety Training and Devices:

Personal Protective Equipment and Safety Training and Devices: It was clarified in interviews that incumbent is provided with the following: First aid kits and fire extinguishers are readily available; eye wash stations and emergency showers are also available in some locations. Incumbent participates in all legally required trainings for position, as well as any elective or County-provided training as assigned by Supervisor.

X. Position Qualifications:

Education/Training/Experience:	Candidates must meet the qualifications for designation as a Peace Officer set forth in the California Government Code, including, but not limited to: At least 18 years of age at time of appointment. Education: High School graduation or equivalent (G.E.D. or high school proficiency test indicating high school graduation level). Emotional maturity and stability.
Knowledge Of:	A knowledge of the behavioral patterns of juveniles and methods for controlling behavioral problems.
Ability To:	Ability to follow and implement security procedures; ability to apply the principles and techniques of group supervision, to remain aware and alert during prolonged periods of inactivity, to function effectively in emergency situations, and to communicate clearly both orally and in writing.
Licenses / Certifications:	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Physical Class:	4 - Arduous (Approved by Occupational Health 08/09/2000).
Other:	Citizenship: U.S. Citizen or permanent resident alien eligible and an applicant for U.S. Citizenship.

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XI. Mental and Psychological Demands of Position:

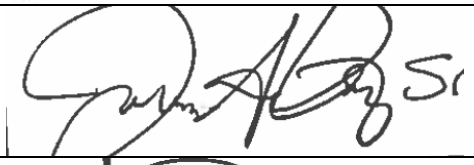
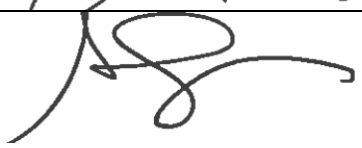
Mental / Psychological Demand	Required (Yes / No)	Occurs in Essential Functions	Notes / Examples
UNDERSTAND AND FOLLOW DIRECTIONS – with little or no direction	YES	1,2,3,4,5,6,7,8,9,10,11	Ability to understand written or oral instructions and follow directions with little or no additional direction or supervision. Ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.
MEMORY	YES	1,2,3,4,5,6,7,8,9,10,11	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions.
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6,8,9,10,11	Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and / or work week and perform at a consistent pace to meet productivity expectations.
PROBLEM SOLVING	YES	1,2,3,4,5,6,7,8,9,10,11	Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information.
ABILITY TO PERFORM COMPLEX AND VARIED TASKS	YES	1,2,3,4,5,6,7,8,9,10,11	Ability to synthesize, coordinate and analyze data; ability to perform jobs requiring precise attainment of set limits, tolerances or standards; ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure.
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS	YES	1,2,3,4,5,6,8,9,10,11	Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism.
SUPERVISE/LEAD AND INFLUENCE OTHERS	YES	1,2,3,4,5,6,8,9,10,11	Ability to negotiate with, instruct or supervise people; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading; oversee juveniles.

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XII. Persons Interviewed:

The following persons were interviewed as subject matter experts on the classification/position. Their signatures signify their agreement that to their best knowledge the document represents the current and traditional physical, mental and emotional demands of the classification/position and not of any one particular assignment or incumbent.

Name	Position Title	Signature	Date
Juan Chavez	Group Supervisor - Nights		12.10.19
Javier Ortiz, Sr.	Group Supervisor - Nights		oct. 31, 2019
Alfred Burruel	Supervising - Deputy Probation Officer		12.10.19

XIII. Sources:

Observed Position Performance:	**Job Description Utilized for Document Creation:**	**Interviewed Participants:**
Yes; October 2, 2019	Yes, Undated Job Description	Yes; October 2, 2019

In order to develop this Essential Functions Position Analysis, the Consultant utilized information which was provided by the above employer participants. It is the employers and participants noted above whom are ultimately responsible for confirming the accuracy of all information outlined in this report. Any changes made to this document will require the organization to obtain new signatures to again confirm changes are correct across the classification. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

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