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
DENTENTION SERVICES OFFICER	PROBATION

I. Classification/Position Summary:

Supervises the daytime activities of juvenile who have been placed in a Probation facility maintained for their care and custody. Positions allocable to this class are assigned to a living unit, control group, or field post and supervise detained juvenile during various scheduled activities and movements. Incumbents are responsible within their assigned areas for ensuring the safety of juvenile and staff and the security of the facility, and for maintaining order and control. Positions allocable to this class receive technical direction from a Senior Detention Services Officer and administrative and technical supervision from a Supervising Detention Services Officer. Incumbents must exercise a knowledge of the needs, problems, and behavior of juvenile, and of departmental rules, regulations and procedures including those pertaining to the detention and release of juvenile. Incumbents must have the ability to maintain the control and cooperation of detained juvenile, and to observe and record incidents of behavior accurately.

Position Details	Full time; salaried
Work Hours / Hours per Week	Typical work hours are 6:00 a.m. to 2:00 p.m. and 2:00 p.m. to 10:00 p.m.; 5/8 schedule; schedule may change to meet the needs of the County.
Days of the Week	Monday through Sunday Detention Services Officers 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 juvenile 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 PROCESSING:** Admits, orients, classifies, and releases juvenile; performs related duties as assigned. It was clarified in interviews that incumbent receives juvenile offenders from law enforcement or probation officers as court orders specify into IDC (Intake and Detention Control) which is responsible for screening juvenile for admittance into Juvenile Hall in accordance with established procedures and legal requirements for juvenile detention; upon arrival to juvenile Hall facilities assessments are made to determine if the juvenile will be detained, released on house arrest, or released with a citation; during intake processing, interviews with the juvenile will be conducted and attempts to contact the juvenile's parent / legal guardian will be made to notify them that their juvenile is detained at a Juvenile Hall facility; If the juvenile is detained, the parent(s) is informed about visiting hours and future court appearance(s); incumbent conducts the initial and/or secondary search of all juveniles accepted into the juvenile detention facilities; conducts medical screening via questions to the juvenile; conducts full booking procedures including obtaining fingerprints if not done prior, photographs, records juvenile weight, refers to qualified personnel for DNA sampling as required; conducts pat down searches, strip searches and visible body cavity searches as determined by laws; processes juvenile property and places in bag with documentation; makes housing assignments based upon age, maturity level and the seriousness of the offense(s) with considerations given to disabilities and security concerns; provides opportunity to make phone calls as legally required; moves juvenile to housing area; receives and confirms paperwork (board) is in order and that it contains an accurate accounting of juveniles in area of responsibility; verifies that all juvenile are in a healthy / safe state. 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, and Barry J. Nidorf Juvenile Hall, Dorthy Kirby Center, Camp Afflerbaugh-Paige, Camp Vernon Kilpatrick, Camp Glenn Rockey, Camp Joseph Scott, Camp Kenyon Scudder. It was also clarified in interviews that frequency of this essential duty will vary greatly depending on the number of juveniles brought in for processing in any given shift; a typical shift will process 5-20 juveniles.	**Up to 50% of the shift,** concurrent with essential functions #2,3,5,6,7,9,11,12

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2	**BEHAVIOR MODIFICATION / INTERVENTION**: Maintains order and control of a unit and takes appropriate action in connection with rule infractions or other disturbances; maintains institutional security and takes appropriate action to prevent escapes; performs related duties as assigned. 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 juvenile 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	**PROPERTY MANAGEMENT:** It was clarified in interviews that incumbent obtains and inventories all property on the juvenile's person during the booking process; documents inventory and secures in envelope or bag; obtains juvenile signature on property envelope bag; places property envelope / bag into property storage area. It was further clarified in interviews that incumbent manages return of property upon release during business hours; obtains property envelope / bag; counts and rectifies inventory with juvenile; obtains juvenile signature; releases property to juvenile upon release; enters data into database or County software programs.	**Up to 10% of the shift,** concurrent with essential functions #1

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4	**JUVENILE OVERSIGHT / SECURITY:** Supervises detained juvenile in their activities within the unit, on work assignments, during recreation periods, on medical or dental appointments, or awaiting court appearances; maintains order and control of a unit and takes appropriate action in connection with rule infractions or other disturbances; maintains institutional security and takes appropriate action to prevent escapes; observes and records the behavior of juvenile and confers with the supervisor about problem juvenile; controls and restrains combative or emotionally disturbed juvenile; supervises the movement of juvenile within and outside the facility; performs related duties as assigned. It was clarified in interviews that incumbent maintains oversight of all security with County juvenile detention facilities; advises juvenile of their rights and ensures these rights are respected; physically interacts with juvenile throughout shift; manages movement among, throughout and between housing units and restrooms as required and according to facility policies; 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; provides segregation of juvenile as required for their safety based upon age, maturity level and the seriousness of the offenses, etc.; conducts additional searches as required and legally indicated; manages and controls the behavior of combative and/or suicidal juvenile; may physically interacts with juvenile detainees throughout shift as necessary; juvenile 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 checks to be performed every 10 minutes and **level one status** requires juvenile checks every 15 minutes throughout the shift; incumbents notify supervisor, calls EMS or facility medical personnel if required and depending upon specific facility; notifies supervisor of issues as required; requests medical personnel or escorts juvenile to medical clinic as necessary depending upon specific facility; maintains physical control of combative / uncooperative juvenile using appropriate restraint techniques to ensure safety of juveniles and staff. It was further clarified in interviews that incumbent supervises juvenile detainees at all times; escorts juvenile to school, eating facilities, bathrooms, showers, etc.; monitors all movement within the facilities; grants permission to move or perform activities such as disposing of trash, using restroom, using water fountain, etc.; may inspect rooms / housing when required or indicated; ensures juvenile safety and security (i.e. watches for fights, medical issues, suicide attempts, etc.); controls all doors into and within the juvenile detention facility environment; monitors and controls exterior gate or sally port to juvenile detention facility; answers and dispatches all phone calls received at the juvenile detention facility.	**100% of the shift,** concurrent with all other essential functions

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5	**GENERAL FACILITY / JUVENILE DETENTION FACILITY MANAGEMENT:** It was clarified in interviews that incumbent assists with trash pick-up throughout facility as required; ensures juvenile maintain cleanliness of housings; may be required to clean-up spills, vomit, water from flooded housings and other debris or direct juvenile to perform clean up; may assist with collecting and distributing laundry from rolling carts. It was further clarified in interviews that incumbent oversees the distribution of pre-packaged meals to juvenile 3 times per day; counts inventory upon receipt of order; conducts a juvenile count for meals daily; ensures dietary restrictions or special meal plans are accommodated; may utilizes delivery cart to pick up trays following each meal service at some facilities. It was also clarified in interviews that incumbent monitors visitors entering and exiting the facility and supervises visitations with juvenile; ensures contraband is not brought into facility; ensures items that could be made into weapons are not brought into facility; removes items from housing that could be used in suicide or self-harm attempts.	**Up to 25% of the shift,** concurrent with essential functions #1,4,6,7,9,11
6	**REPORTS / LOGS / RECORDS:** Keeps records and makes reports on unit activities and incidents; performs related duties as assigned. It was clarified in interviews that incumbent completes and maintains a variety of reports and records related to juvenile detention facility activity and juvenile detained in the facilities; at the time of booking, incumbent reviews officer's documentation to ensure completeness and accuracy; completes medical assessment form via questions to juvenile; provides incumbent opinion on level of juvenile sobriety to determine appropriate handling or need for referral to medical facilities, mental health report, security check forms, reward chart paperwork 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, special incident reports, orientation checklist, property intake forms, completes classification forms to determine housing location, maintains a movement log to track restroom usage and other movements through facilities during shift by juvenile; completes visitation form to log permitted visitors; maintains phone call log for each juvenile; completes housing check log as indicated throughout shift. It was further clarified in interviews that incumbent may complete juvenile detention facility activity reports regarding special circumstances within the juvenile detention facility (i.e. fights, use of force, behavior / mental health changes, etc.); types or writes narrative describing the incident, who was involved, what steps were taken, etc.; places reports into juvenile files and provides to supervisor for review and further handling.	**Up to 33% of the shift,** concurrent with essential functions #1,2,3,8,10,13
7	**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, pepper spray, facility keys, County vehicles, Control Board / intake camera system, Live Scan fingerprinting machine and standard office equipment such as computers, printers, copiers, etc.; utilizes A-frame ladder, soft restraints, flashlights. It was further clarified in interviews that incumbent utilizes cleaning materials and agents, including mops, brooms or clean-up activities if needed; incumbent checks proper maintenance and expiration dates on AEDs throughout juvenile detention facility; incumbent may be certified to utilize the Live Scan fingerprinting machine.	**100% of the shift,** concurrent with all other essential functions

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#	Description of Essential Functions	Percentage of Typical Work Day / Notes
8	**DRIVING / TRANSPORT:** A valid California Class C Driver License or the ability to utilize and alternative method of transportation when needed to carry out job-related essential functions; may transport juvenile to other Probation facilities, courts or other locations; performs related duties as assigned. It was clarified in interviews that incumbent will drive a variety of County-owned vehicles and equipment such as cars, pick-up trucks, vans, golf carts, etc.; typically, within County limits; transportation of juveniles to courts and other probation facilities is generally performed by Transportation Deputies but in emergent or planned situations such as medical appointments at area hospitals or after hours / weekends when Transportation Deputies are off-duty, transportation functions are carried out by DSO's as needed. 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**
9	**RULES AND REGULATIONS / POLICIES AND PROCEDURES:** It was clarified in interviews that incumbent maintains current knowledge of all applicable laws and regulations for position; ensures compliance with all applicable laws throughout shift; receives and utilizes juvenile detention facility manuals that are updated annually; provides training to new incumbents via job shadowing and managing their training.	**100% of the shift,** concurrent with all other essential functions
10	**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 Detention Services Officer, 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**
11	**COMMUNICATION / COLLABORATION / PUBLIC RELATIONS:** Provides situational counseling to assist individual juvenile through their daily routines; observes and records the behavior of juvenile and confers with the supervisor about problematic juvenile. 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; may make contact with approved visitors and ensures visiting policies are followed; facilitates the release of juvenile to parents or guardians as necessary; 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	**100% of the shift,** concurrent with all other essential functions

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	unauthorized visitors; communicate with maintenance or custodial staff regarding any relevant issues or mechanical issues observed on detention facility grounds; contacts medical professionals inside the facility in event of medical emergency; may interact with outside medical or EMS professionals, County facility maintenance personnel, outside contractors, vendors, teaching staff, mental health professionals, school counselors, clergy, etc.; contacts and cooperates with other law enforcement agencies to arrange for transportation of juvenile among juvenile detention facilities in emergency situations; maintains positive work environment; encourages a team approach; help provide solutions to remove barriers; represents the County professionally in words, appearance and actions.	
12	**EMERGENCY RESPONSE / FIRST RESPONDER:** Ensures that injured or ill juvenile receive nursing or medical attention; performs related duties as assigned. It was clarified in interviews that incumbent is required to have the physical abilities to assist with medical or security emergencies inside the juvenile detention facilities; responds to emergency calls within the juvenile detention facility environment; recognizes and responds to calls for the protection of life and property; provides basic first aid and CPR for injured juvenile; requests additional medical attention when required; physically engages to avoid suicide attempts of juvenile; clears areas of obstructions or items that may cause injury to juvenile and others; intervenes in juvenile disputes to protect safety, security and maintain order; must be physically able to drag juvenile to safety in the event of an emergency (i.e. fire, earthquake, hanging suicide attempt, etc.); serves as back-up to all other Detention Services Officers as required during altercations to ensure security, safety and maintenance of order within the juvenile detention facility; use physical force, pepper spray or restraint techniques as appropriate to secure situations and subdue aggressors.	**Up to 100% of the shift,** concurrent with all other essential functions
13	**MEETINGS / TRAINING:** It was clarified in interviews that incumbent meets informally at each shift change to exchange information with coworkers on status of juvenile, 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 attends 6-week juvenile detention facility academy, developing physical agility and other job requirements; attends 832PC training for one week; participates in 24 hours of STC (Standards and Training for Corrections) training annually of a variety of topics relating to job duties; participates in applicable County-provided training as required on topics such as safe driving, sexual harassment, blood borne pathogens, CPR, first-aid, etc.	**12 hours monthly**

III. No Non-Essential Functions:

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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 Hours	1,2,3,4,5,6,7,9,10,11,12,13	Conducting Intake duties; conducting conversations with juvenile; using office equipment; checking arresting paperwork; conducting pat-down; laundry duties; distributing meals; food inventory duties; performing housing checks; moving juvenile to new locations; conducting safety checks; patrolling juvenile detention facility corridors; obtaining supplies/paperwork; delivering meals; walking juvenile to vehicle for transport; emergency response. Incumbent will walk throughout majority of shift, with the exception of completing paperwork or staffing intake desk.
Standing	Seldom to Occasional	15 Minutes	1,2,3,4,6,7,11,12,13	Conducting intake duties; conducting conversations with juvenile; using office equipment; checking paperwork; conducting pat-down; supervising juveniles; food inventory duties
Walking	Occasional to Continuous	10 Minutes intermittently	1,2,3,4,5,6,7,10,11,12	Performing housing checks; moving juvenile to new locations; conducting safety checks; patrolling juvenile detention facility corridors; obtaining supplies/paperwork; delivering meals; walking juvenile to vehicle for transport; emergency response. Incumbent will walk throughout majority of shift, with the exception of completing paperwork or staffing intake desk.
Walking *on uneven terrain*	Occasional to Continuous	10 Minutes intermittently	1,2,3,4,5,6,7,10,11,12	Performing room / housing checks; moving juvenile to new locations; conducting safety checks; patrolling juvenile detention facility corridors; obtaining supplies/paperwork; walking outside facilities for exercise sessions; delivering meals; walking juvenile to vehicle for transport; emergency response.
Running	Infrequent to Seldom	2 Minutes	2,12	Breaking up a fight; assisting officers with combative juvenile or suicide attempt; 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
Jumping	Infrequent to Seldom	Seconds	2,4,12	Step stool to obtain supplies; jumping up to top bunk for visibility; avoiding debris, equipment or structures in emergency situations
Climbing *ladder, stairs, stools*	Seldom to Occasional	1 Minute	2,3,4,5,12	Utilizing stairs in juvenile detention facility environment to conduct checks; reaching water chases in event of a flood; utilizing A-frame ladder; using step stool to reach supplies
Balancing *above ground*	Seldom to Occasional	5 Minutes	2,3,4,5,12	Utilizing stairs in juvenile detention facility environment to conduct checks; utilizing A-frame ladder; using step stool to reach supplies; using stairs in multi-story buildings; maintain balance during altercations; walking on slippery floor surfaces in juvenile detention facility environment
Bending *at the waist*	Seldom to Frequent	1 Minute	1,2,3,4,5,7,10,11,12,13	Conducting intake process; retrieving files and equipment; restraining juvenile if required; picking up debris; meal preparation and delivery; conducting housing checks; laundry duties; speaking with juvenile through slot in housing door (camps); 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 Frequent	Seconds repetitively	1,2,3,4,5,7,8,10,11,12,13	Monitoring juvenile detention facility environment; conducting housing checks; speaking with someone while seated; laundry duties; restraining juvenile if required; intake duties will require repetitive twisting at the waist for seconds at a time to watch monitors and process paperwork

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Stooping *slight bend at knees*	Seldom to Occasional	1-3 Minutes	1,2,3,4,5,12	Conducting Intake process; conducting pat down; searching juvenile; retrieving files and equipment; restraining juvenile if required; picking up debris; meal preparation and delivery; conducting housing checks; laundry duties; cleaning duties; speaking with juvenile through slot in housing door (camps); using office equipment; loading paper into copier. Incumbent must be able to assist other Officers if situation requires it. Incumbent must be able to stoop but may also choose to squat or kneel to perform these duties, if circumstances allow.
Squatting	Infrequent to Occasional	1 Minute	1,2,3,4,5,12	Conducting Intake process; conducting pat down; searching juvenile; retrieving files and equipment; restraining juvenile if required; picking up debris; meal preparation and delivery; conducting housing checks; laundry duties; cleaning duties; speaking with juvenile through slot in housing door (camps); using office equipment; loading paper into copier. Incumbent must be able to assist other Officers if situation requires it. Incumbent must be able to squat but may also choose to stoop or kneel to perform these duties, if circumstances allow.
Other / Sedentary / Non-Weight Bearing				
Sitting	Seldom to Frequent	2 Hours	1,4,6,7,8,10,11,13	Intake duties; driving County-owned vehicle to transport juvenile; depositions/court appearances; attending meetings / trainings; completing paperwork; computer data entry; writing juvenile detention facility incident reports
Driving	Infrequent to Frequent	90 Minutes	8	Driving County-owned vehicle

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Kneeling *one or both knees*	Infrequent to Seldom	1 Minute	1,2,3,4,5,7,12	Conducting intake process; conducting pat down; searching juvenile; retrieving files and equipment; restraining juvenile if required; picking up debris; meal preparation and delivery; conducting housing checks; laundry duties; cleaning duties; speaking with juvenile through slot in housing door (camps); using office equipment; loading paper into copier. Incumbent must be able to assist another officer if situation requires it. Incumbent must be able to kneel but may also choose to stoop or squat to perform these duties, if circumstances allow.
Crawling *on hands and knees*	Infrequent to Seldom	Second	1,2,3,4,5,12	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.
Upper Extremity / Arm Movement				
Pushing	Seldom to Occasional	1 Minute	1,2,3,4,5,7,12	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	1,2,3,4,5,7,12	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	1,2,3,4,5,7,12	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.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Reaching – at shoulder level	Seldom to Frequent	90 Minutes	1,2,3,4,5,6,7,8,12	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.
Reaching – below shoulder level	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7,8,12	Performing housing 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
Steering	Seldom to Frequent	90 Minutes	5,7,8,12	Driving County-owned vehicle; using laundry cart; using meal cart
Cervical Spine / Neck Movement				
Extension of the neck *looking upward*	Seldom to Occasional	Up to 10 Minutes	1,2,3,4,5,7,11,12,13	Monitoring detention facility environment; intake duties; conducting room / dormitory / housing checks; checking top bunks; sitting while talking with a standing individual; attending training; 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*	Seldom to Occasional	15 Minutes	1,2,3,4,5,6,7,9,10,11,12,13	Monitoring juvenile detention facility environment; conducting room / housing checks; completing paperwork; conducting intake process; data entry into computer; searching juvenile or conducting pat down; report writing; engaging in altercation with juvenile; using shoulder-mounted two-way radio

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Twisting of the neck *side to side*	Occasional to Continuous	Seconds at a time repetitively	1,2,3,4,5,6,7,9,10,11,12,13	Monitoring juvenile detention facility environment; conducting room / housing checks; completing paperwork; conducting intake process; data entry into computer; searching juvenile or conducting pat down; monitoring visitors; engaging in altercation with juvenile; using shoulder-mounted two-way radio

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 Occasional	Infrequent to Seldom	2-5 Minutes	1,2,3,4,5,6,7 12	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	30 Minutes	1,4,5,6,10	Using computer keyboard; email; typing detention facility incident reports; data entry; entering timecard information.
Simple Grasp	Occasional to Continuous	Seldom to Occasional	15 Minutes	1,2,3,4,5,6,7 11,12	Using two-way radio; keys; using writing utensils; holding flashlight and pepper spray; holding telephone receiver; meal preparation and delivery; laundry duties
Up & Down Flexion of Wrist	Seldom to Occasional	Seldom to Occasional	Seconds repetitively *3-5 Minutes	1,2,3,4,5,6,7,8 9,10,11,12	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	1,2,3,4,5,6,11	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 Frequent	Seldom to Occasional	Seconds	1,2,3,4,5,6,7,8 11,12	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 Frequent	Seldom to Frequent	20 Minutes	1,2,3,4,7,12	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	1,2,3,4,7,12	Emergency situations; manipulating handcuffs; steering heavy carts; physically restraining a juvenile to ensure safety of juvenile(s) and staff.

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	1,2,3,5,6,7,12
11 to 25	Infrequent to Occasional	To Chest	5 Yards	Mop buckets; backpack of personal effects	3,4,7
26 to 50	Infrequent to Occasional	To Waist	30 Yards	Ability to engage in physical altercations/restrain combative juveniles; box of copier paper (40#)	2,4,12
51 to 75	Infrequent to Occasional	Below Waist	30 Yards	Lifting full laundry carts; 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	2,4,12
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	2,4,12
NOTES: It was clarified in interview that incumbent typically does not lift items heavier than 50 pounds alone. Carts/dollies are available for heavier items. However, incumbent may be called upon to physically restrain and/or engage in an altercation with combative juvenile, stop suicide attempts by lifting juvenile from entanglements. Incumbents may also be called upon to drag juvenile from room / housing in the event of an emergency (i.e. fire, earthquake, etc.).					

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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
Communication devices (i.e. radio, housing phone)	Continuously on person; use is Seldom to Frequent	Pepper spray; flashlight	Infrequent to Seldom
Computer and associated peripherals (i.e. printer, scanner, etc.)	Occasional to Frequent	Office equipment (copier, typewriter, FAX, etc.)	Seldom to Occasional
Movement Control cameras and equipment	Occasional to Frequent	Personal Vehicle	Infrequent to Occasional
County-owned vehicle	Infrequent to Frequent	Soft restraints	Infrequent to Seldom
Intercom system	Infrequent to Occasional	Medical equipment (AED, barrier device, etc.)	Infrequent to Occasional
Custodial equipment (i.e. mops, brooms, etc.)	Infrequent to Seldom	Portable phone / tablet	Seldom to Frequent
Video recording devices	Infrequent to Occasional	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 day shift hours, 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 alternate 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 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; post positions; courtroom; other County buildings.
Outdoors	Seldom to Occasional	Transporting juveniles; post positions; attending court; visiting other County buildings; offsite meetings or trainings; moving juveniles to outside areas or between buildings as necessary; supervising outside exercise periods.
Customer / Public Contact	Frequent to Continuous	Juveniles; co-workers; visitors; 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; OC spray; cleaning supplies.

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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.
Chemicals / Cleaners / Fumes / Vapors	Infrequent to Frequent	Vehicle exhaust during juvenile transport; OC spray; cleaning supplies.
Excessive Noise / Decibels	Infrequent to Occasional	Juvenile noise; intercom; sirens and alarms in emergency and natural disaster situations; intercom use.
Working Above Ground	Infrequent to Occasional	Using step stool to retrieve supplies; may need to climb to access top tier bunks in housing units; 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.
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 Occasional	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 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 juvenile 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 10,11,12,13	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 10,11,12,13	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 10,11,12,13	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	1,2,3,4,5,6,7 10,11,12,13	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 10,11,13	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	1,2,3,4,5,6,7 10,11,13	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	1,2,3,4,5,6,7,9 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:	Completion of 60 units of college including course work in the behavioral or social sciences. Emotional maturity and stability; at least 21 years of age.
Knowledge Of:	A knowledge of the behavioral patterns of juvenile, the causes of juvenile delinquency, methods for controlling behavioral problems, and the supervision of delinquent juvenile.
Physical Class:	4 - Arduous (Approved by Occupational Health 08/09/2000).
Ability To:	Ability to follow and implement security procedures; ability to apply the principles and techniques of group supervision, 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 and alternative method of transportation when needed to carry out job-related essential functions. Candidates must meet the qualifications for designation as a Peace Officer set forth in the California Government Code.
Other:	N/A

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.

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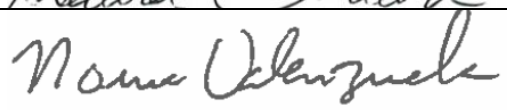
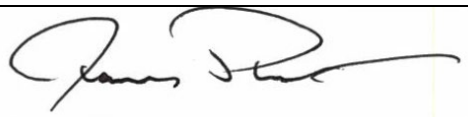
MEMORY	YES	1,2,3,4,5,6,7,8,9,10,11	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions.
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6,7,9,10,11	Ability to perform activities within a schedule, 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	1,2,3,4,5,6,7,9,10,11	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	1,2,3,4,5,6,7,9,10,11	Ability to negotiate with, instruct or supervise people and juveniles; 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
Rosaura Chacon-Ros	Supervising Detention Services Officer		01/07/2
Norma Valenzuela	Detention Services Officer		1-31-20
James Phelps	Assistant Superintendent Central Juvenile Hall		2/7/2020

XIII. Sources:

Observed Position Performance:	**Job Description Utilized for Document Creation:**	**Interviewed Participants:**
YES; November 8, 2019	YES, Undated	YES; November 8, 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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