



# ***Solutions Northwest, Inc.***

**Specializing in Stay-at-Work Systems**

## **JOB ANALYSIS**

### **JOB INFORMATION**

Employer: Washington County  
Job Title: Probation and Parole Officer II  
eDOT Title: Probation and Parole Officer/Public Safety Officer  
eDOT Code: 195.107-046 / 379.263-014  
SVP: 6 (1 -2 years) 7 (2-4 years)  
Strength: Light / Very Heavy  
Actual Strength: Same

Analyst: Felicity Jackson, MS, CRC, CEOE

### **ESSENTIAL JOB DUTIES**

Rarely 1-5%

Occasionally 6-33%

Frequently 34-66%

Constantly 67-100%

Constantly - Maintain regular contact with clients and monitor activities; offer continuing assessment and counseling according to clients' needs and progress; monitor progress of meeting probation/parole conditions such as fines, restitution, enrollment in drug or alcohol treatment programs; contact service agencies, employers and clients' families.

Constantly - Maintain records of client casework, including interviews, assessments, services provided, and probation/parole progress.

Constantly - Assess, through personal and collateral contact, the level of danger presented by the offender, placing the offender in secure custody when necessary in the interest of public safety when the offender violates conditions of supervision, or when the offender presents a danger to self or others.

Frequently - Interview adult offenders on probation or parole to assess client needs; assess social, emotional, and economic status and refer clients to community agencies if needed; counsel clients on probation/parole procedures and personal problems; counsel clients in establishing personal goals and plans; and confer with clients' families.

Frequently - Type reports and sanctions for and confer with courts on client probation/parole compliance; report problems and personal progress; process early termination requests and report to courts; develop individual case plans and financial plans for clients' payment of court fines.

Frequently - Conduct office visits.

Occasionally - Conduct home visits.

Occasionally - Attend staff meetings, professional conferences, and training programs.

Occasionally - Perform random drug and alcohol testing.

Occasionally - Attend court hearings; document, testify and make recommendations at probation/parole compliance hearings; prepare file for court which may include early court resolution.

Occasionally - Provide counseling services, in coordination with correctional staff, to incarcerated clients; interview inmates, assess needs, work with inmates to determine treatment goals, and refer inmates to County and community resources if needed.

Occasionally - Conduct scheduled and unannounced field visits to offenders residence or place of employment and perform field surveillance as necessary to determine levels of compliance.

Occasionally - Conduct searches and seize evidence as authorized.

Rarely - Conduct arrest and facilitate secure transport of offenders.

Rarely - Prepare pre-sentence reports for courts; investigate offender's legal case and personal background; and make recommendations on sentencing requirements; testify at pre-sentence hearings.

Rarely - Provide group counseling to clients of the department residential center.

Rarely - Participate in service resource development for client treatment and in service evaluation programs.

Rarely - Conduct arrest and search procedures in the office and field.

Rarely - Intervene in disputes or physical altercations with offenders, which would primarily require voice commands and verbal control of the situation, however, must also be prepared and capable of engaging in physical intervention to protect oneself and/or others, execute arrest and maintain physical control and custody.

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Rarely - Assist in moving property, sometimes in confined spaces.

Rarely - Perform related duties as assigned.

**POSTURAL REQUIREMENTS OF THE LOWER EXTREMITIES AND SPINE**

<b>Posture</b>	<b>Frequency</b>	<b>Activity</b>
Sit	C	Probation and Parole Officer IIs will sit in a task chair to perform computer and paper work, to conduct counseling sessions, to interview offenders, and to communicate when using the telephone. They will sit when attending meetings, staffing cases with coworkers and/or supervisors, and when operating a work vehicle.
Stand	O	Standing may occur when communicating with clients and members of the community, when staffing cases with coworkers and/or supervisors, and when utilizing office equipment.
Walk	O	Probation and Parole Officer IIs will walk within offices and hallways either forward or backward, to transport a client (resisting or not resisting). They will maintain physical control during client transport, and they may walk on irregular and potentially hazardous surfaces. Surfaces they may walk upon include, but are not limited to, gravel, concrete, asphalt, grass, mud, rocks, snow, carpet, linoleum, and wood (which may be rotten) . Surfaces may be slippery, icy, muddy, or wet.
Run	R	Running may occur on irregular and potentially hazardous surfaces. Probation and Parole Officer IIs may run to assist another officer, pursue a subject on foot, while negotiating barriers and hazards. They must be able to negotiate over short distances, which would include rapid acceleration up and down stairs, and running down a hallway. Surfaces they may run upon include, but are not limited to, gravel, concrete, asphalt, grass, mud, rocks, snow, carpet, linoleum, and wood (which may be rotten) . Surfaces may be slippery, icy, muddy, or wet.
Jump	R	They may need to jump over a ditch, a hole, or other depression in their path during a pursuit. There is the potential of falling or being knocked down during struggle or pursuit, at which point the Probation and Parole Officer II will recover to his or her feet and resume the pursuit.
Crouch	R	Probation and Parole Officer IIs will crouch when conducting physical searches of a client's person. They will crouch when searching client property for violations, weapons, children, victims, and drug paraphernalia. Crouching may also occur when obtaining files from low

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		level file drawers, when obtaining office supplies from lower shelves, or when performing earthquake drills within the office.
Kneel	R	They may kneel when conducting physical searches of a client's person. They may kneel when searching client property for violations, weapons, children, victims, and drug paraphernalia. Kneeling may also occur when performing earthquake drills within the office.
Crawl	R	Crawling may occur when the Probation and Parole Officer IIs conduct search activities or to minimize exposure of his or her body. When assisting with moving property, sometimes in confined spaces, the Probation and Parole Officer II may be required to perform some awkward movements to including crawling. Crawling also occurs when performing earthquake drills
Stoop/Bend	R	They will stoop or bend to conduct search activities or to minimize exposure, to pull open heavy file drawers, to enter and exit the patrol car, to secure an offender's seat belt. Bending can occur up to one-half hour or more while executing a search of a client's home, vehicle, or property. Bending may also occur when assisting in moving property, sometimes in confined spaces, which requires some awkward movements to include bending.
Twist	R	Probation and Parole Officer IIs may twist when conducting physical person searches of clients. They may assist in moving property, sometimes in confined spaces, which may require some awkward movements to include twisting.
Climb	O	Probation and Parole Officer IIs will climb stairs in the office as well as in clients' homes. During a pursuit, they may need to climb up and over objects.
Balance	O	They will use balance while leaning, stretching or ducking around obstacles, when walking, climbing stairs or other structures.
Operate Controls	O	Probation and Parole Officer IIs will operate vehicle controls when driving a work vehicle to and from home visits and transports.

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**POSTURAL REQUIREMENTS OF THE UPPER EXTREMITIES**

<b>Posture</b>	<b>Frequency</b>	<b>Activity</b>
Reach Below Waist	R	Probation and Parole Officer IIs will reach below waist level to obtain files from low level file drawers, to assist in moving property, sometimes in confined spaces, requiring some awkward movements to include reaching, and to perform searches of rooms, vehicles, property, and individuals.
Reach at Waist	O	They will reach at waist level to obtain files from mid level file drawers, to assist in moving property, sometimes in confined spaces, requiring some awkward movements to include reaching, and to perform searches of rooms, vehicles, property, and individuals. They will also reach out to exchange documents with clients.
Reach Shoulder to Overhead	R	Probation and Parole Officer IIs will reach above shoulder level to obtain items from tall shelves, to assist in moving property, sometimes in confined spaces, requiring some awkward movements to include reaching, and to perform searches of rooms, property, and individuals.
Handle/Grasp	F	Grasping occurs when obtaining files from file drawers, when operating the computer input device such as a mouse, and when utilizing the telephone. Probation and Parole Officer IIs will grasp when holding or restraining a large client, when tackling a client, and when transporting a client. They will grasp the steering wheel of the work vehicle, a struggling suspect from a structure or motor vehicle, and when placing handcuffs on a client. Grasping also occurs when moving objects to conduct searches, handling confiscated weapons and firearms during a search, transporting search bags or field kit bags, and handling drug testing equipment and supplies such as urine analysis cups.
Operate Controls	F	Probation and Parole Officer IIs will operate vehicle controls, dial telephones, use the keyboard and input device on the computer, two way radios, office equipment, and cameras.
Fine Finger Dexterity	O	They will use fine finger dexterity when using keys, using hand cuffs, obtaining small files and paperwork, texting on cellular telephones, using pens or pencils to write, using two way radios, and setting the safety or releasing a magazine from a confiscated weapon.
Feel	R	Probation and Parole Officer IIs will feel for objects when performing searches on individuals.

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**EXERTION REQUIREMENTS**

Lift/Carry	Frequency	Range/Distance	Activity
1-10#s	C	Up to 1,200 feet	Client files, paperwork, cellular telephones, keys, laptop computer, and confiscated weapons
11-20#s	O	Up to 1,200 feet	Search bag, field kit, larger confiscated weapons, confiscated computers, large files, or a small box of files and paperwork, ballistic vest, and all protective gear.
21-35#s	R	Up to a few feet	Larger box of files
36-75#s	R	Up to a few feet	Spare tire for a work vehicle
76-300#s	R	Up to 300 feet	The weight of a resisting client. It is policy that this would be a team lift.
>300#s	Not Required		A device called a Mega Mover is available for lifting and moving heavy objects including people.

Push/Pull*	Frequency	Distance	Activity
1-10#s	O	Up to 400 feet	Rolling carts, building doors, vehicle doors, and file drawers
11-20#s	R	Up to a few feet	Rolling carts across elevator thresholds, full file drawers
> 21#s	Not Required		

\* Pounds of force used

**SENSORY PERCEPTION**

	Yes	No	Activity
Talk	X		Probation and Parole Officer IIs will talk when communicating with co-workers, clients and when interviewing subjects and witnesses, while on the telephone, while conducting counseling sessions, when using mobile and/or two way radios. They will talk when using voice commands to control and direct people, when describing the offender to other parole officers, and when testifying. They must be able to intervene in disputes or physical altercations with offenders, which would primarily require voice commands and verbal control of the situation.
Hear	X		They will accurately use hearing for threat assessment in use of force situations and when communicating with clients, coworkers, and community members.
Near Acuity <20"	X		Near acuity is utilized while completing computer and paper work, when talking face to face with clients, offenders, other Officers, co-workers, and the public. They will use near acuity when performing searches of clients, vehicles, and premises.

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Far Acuity >20"	X		Far acuity is needed when assessing the treat of a situation and when identifying house numbers or street names when operating a vehicle.
Depth	X		Depth perception is used when operating a vehicle or maneuvering a rolling cart.
Color Vision		X	
Field of Vision	X		Field of vision is used when maintaining awareness of surroundings when out in the field to assures a safe environment.

**COGNITIVE, ENVIRONMENTAL AND OTHER DEMANDS**

**Temperament**

**Yes No**

Dealing with people; Outside of getting Instructions	X	
Performing Repetitive or Short Cycle Work		X
Working Under Specific Instructions		X
Performing a Variety of Duties	X	
Performing Effectively Under Undue Stress	X	
Expressing Personal Feelings		X
Working Alone or Apart in Physical Isolation from Others		X
Influencing People in Their Opinions, Attitudes & Judgments.	X	
Attaining Precise Set Limits, Tolerances & Standards	X	
Directing, Controlling or Planning Activities of Others	X	
Making Judgments & Decisions	X	

**Understanding and Memory**

**Yes No**

Memory	X	
Short Instruction Memory	X	
Detailed Instruction Memory	X	

**Sustained Concentration**

**Yes No**

Short Instructions Carrying Out	X	
Detailed Instruction Carrying Out	X	
Concentration & Attention	X	
Work Set Schedule	X	
Work Ordinary Routine	X	
Working under Distractions	X	
Make Simple Decisions	X	
Limited Cognitive Breaks	X	

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<b>Social Interaction</b>	<b>Yes</b>	<b>No</b>
Public Interaction	X	
Requires Request for Assistance	X	
Have Work Reviewed, Feedback	X	
Have Positive Peer Interaction	X	
Maintain Socially Appropriate Work Behavior	X	

<b>Adaptation</b>	<b>Yes</b>	<b>No</b>
Adaptation to Change	X	
Hazard Awareness	X	
Travel - Distances and Overnight	X	
Independent Planning; Goal Setting	X	

<b>Environmental Condition</b>	<b>Yes</b>	<b>No</b>
Exposure to Weather	X	
Extreme Cold (non-weather related)		X
Extreme Heat (non-weather related)		X
Wet and/or Humid (non-weather related)		X
Noise Intensity Level – 4 Loud	X	
Vibration - Vehicle	X	
Atmospheric Conditions	X	
Proximity to Moving Parts		X
Exposure to Electrical Shock		X
Working in High, Exposed Places	X	
Exposure to Radiation		X
Working with Explosives-Guns	X	
Exposure to Toxic or Caustic Chemicals	X	
Exposure to Injury from Biohazards	X	

Personal Protective Equipment Used: Duty vest, gloves, OC Spray (pepper spray), hand cuffs, clip boards, two way radios, cellular telephones, mask, and goggles

Operation of Machines, Equipment, and Tools Used: Work vehicle

Vehicles or Moving Equipment Used: none

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Photos:



Fig. 1 - Search Bag

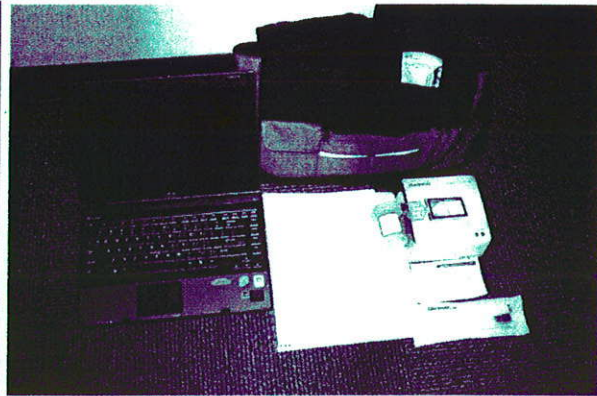


Fig. 2 - Duty Bag

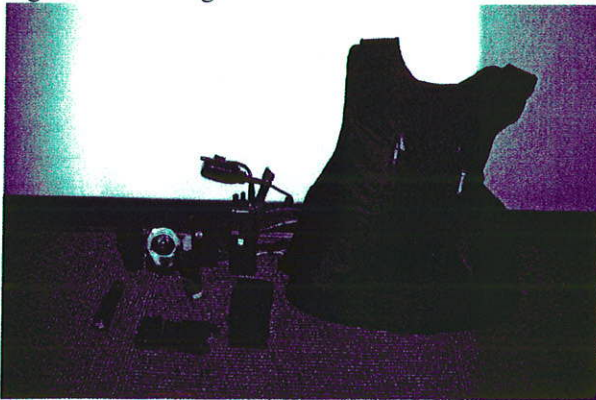


Fig. 3 - Protective Gear



Fig. 4 - Searching Premises



Fig. 5 - Leaning in to secure the seatbelt for a handcuffed client during transport



Fig. 6 - Performing a search on a client

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## **MINIMUM QUALIFICATIONS REQUIRED FOR ENTRY**

### Considerable Knowledge of:

- Crisis intervention techniques including methods of restraint and self defense;
- Communicable diseases and associated prevention, control, and treatment;
- Behavior and adjustment problems of adult criminal offenders;
- The adult criminal justice system, including sentencing and probation and parole procedures;
- Interviewing and behavioral and probation/parole counseling techniques; and
- Caseload management.

### Basic Knowledge of:

- Service resource development

### Ability to:

- Learn and use self defense tactics, including the use of protective devices if issued and to include annual demonstration of proper field security practices, physical defense, and arrest tactics.
- Learn to handle, disarm, and control weapons in a safe and proper manner;
- Investigate cases and objectively evaluate information;
- Assess personal needs of adult offenders and determine treatment plans;
- Maintain accurate and complete casework records;
- Communicate effectively both orally and in writing with individuals of varying backgrounds, including offenders, court and law enforcement personnel, and the general public;
- Establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds;
- Work without direct supervision;
- Meet deadlines and schedule time efficiently;
- Work effectively in stressful situations; and
- Work as a team member and share knowledge and skills.

## **EXPERIENCE AND EDUCATION**

College-level training in corrections, criminal justice, counseling, social work or related fields; responsible experience in probation/parole supervision, corrections, social service counseling or case management; or any satisfactory equivalent combination of experience and training. This may include:

- A Bachelor's degree in corrections, criminal justice, counseling, social services, or a related field; and two years experience in corrections, criminal justice, counseling, or a related social services field is preferred; or
- An Associates degree in a related field and four years experience in corrections, criminal justice, counseling, or a related social services field; or
- Seven years experience in corrections, criminal justice, or counseling of adult offenders or a related social services field.

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**LICENSES, CERTIFICATES OR OTHER REQUIREMENTS**

- Must possess a driver's license valid in the State of Oregon and have an acceptable driving record
- Acquire and maintain CPR and First Aid certification
- Must meet all certification requirements of the Oregon Department on Public Safety Standards and Training (DPSST) within the prescribed time frame (18 months)
- Must be a US citizen or capable of becoming a US citizen within eighteen months of hire
- Bilingual
  - Knowledge of the Spanish language, spelling, grammar and punctuation.
  - Skill in writing Spanish accurately
  - Ability to speak Spanish fluently; ability to communicate clearly and concisely, in Spanish, both orally and in writing

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