

STATE OF ALASKA
DEPARTMENT OF CORRECTIONS
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: Institutions		PCN: 20-6307 (Position Description Attached)	
JOB CLASS/TITLE: Stocks & Parts Services 4		WHEN POSITION IS NEEDED: ASAP	
FLEXIBLY STAFFED: ☐ YES / ☒ NO			
WAGE GRADE: 53/ \$31.34 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.		DUTY STATION: WCC/Kenai	
☒	Permanent Full-Time	☐	Permanent Full-Time Seasonal
☐	Permanent Part-Time	☐	Permanent Part-Time Seasonal
☐	Non-Perm Full-Time	☐	Non-Perm Part-Time

FIREARMS REQUIRED: ☒ YES / ☐ NO	WORK SCHEDULE: M-F 8-5pm
	TRAVEL REQUIRED: ☒ YES / ☐ NO Pickup and delivery runs

PRE-EMPLOYMENT BACKGROUND CHECK: ☒ YES / ☐ NO Type: APSIN Check	COMMENTS/SPECIAL REQUIREMENTS:
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CANDIDATE MUST BRING TO INTERVIEW: ☒ Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) ☐ Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form ☒ Criminal Convictions: Must provide a copy of the judgement from the Court for <u>any</u> Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date. ☐ Copy of certifications and licenses ☐ Other: <i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>

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STATE OF ALASKA

Position Description

**Position Control
Number (PCN):**

206307

Class Title:
Stock & Parts Services IV

Recruitment Type: Normal

1. Position Control Information

Class Title:	Stock & Parts Services IV		Title Code:	K0151	Grade:	53
			Salary Schedule:	N/A		
Bargaining Unit:	Labor, Trade, and Crafts Unit			Bargaining Unit Code:	LL	
Department:	Corrections			Department Number:	20	
Division:	Institutional Facilities					
Region/Section/Unit:	Wildwood Correctional Complex					
Location:	Kenai			Location Code:	DQA	
Time Class:	Full Time/OMB Authorized	Seasonal Code:	N/A	Time Class Code:	FACL	
FLSA Exempt:	No			Strike Class:	1	
Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug & Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:						No
Position requires possession of, or access to, firearms or ammunition:						Yes

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Under general supervision this position is responsible for all warehouse operations, procurement of supplies and property accounting for Wildwood Correctional Complex, in Kenai Alaska. This position ensures the efficient and economical operation of a warehouse in a correctional facility consisting of a pretrial, a sentenced and a transitional facility.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Warehouse Operation and Supply		
E/M	% of Time	Duty Statement
E	25 %	Under general supervision of the Administrative Manager I is responsible for the controls and efficient operation of a full service warehouse at a a prison consisting of a pretrial, a sentenced and a transitional facility. Provides timely and accurate material handling, while completing the duties of ordering, receiving, storing, maintaining and delivering supplies under strict safety and security conscious guidelines. Organizes warehouse space and maintain its neatness, cleanliness and safety. Determines appropriate location for storage of goods and rotates stock as needed. Reorganize storage spaces as needed to ensure items are efficiently stored. Develops and maintains warehouse procedures and safety standards. Works under pressure of deadlines and handles frequent interruptions. Deals with multiple simultaneous tasks, must meet deadlines and maintain a high level of productivity. Orders, receives, stores, maintains and inventories warehouse supplies. Performs daily checks to ensure warehouse heating and refrigeration systems are working properly for storage of perishable food stocks. Determines custodial needs and performs these duties as needed. Participates and coordinates in snow and ice removal efforts from building, docks and delivery vehicles. Performs minor facility maintenance as needed and coordinates for maintenance help when needed. Works with maintenance section and vendors to order, contract, or maintain warehouse equipment and facility. Must communicate and respond to all supervisor and staff inquiries in a professional effective manner in all forms of written and verbal communication. Must exercise tact and diplomacy to secure necessary information and cooperation from a variety of individuals to resolve problems and discrepancies. Exercises good clerical skills such as completing, organizing, and maintaining appropriate documentation as well as report preparation in a timely manner.

Functional Area Title: Warehouse Inventory Management and Property Accountability		
E/M	% of Time	Duty Statement

E	15 %	Monitors and maintains appropriate levels of inventory. Maintains a data base of product and usage and is responsible for making ordering decisions based on usage. Manages product effectiveness, strategies and recommends more efficient or useful products. Maintains accurate records of warehouse inventory and supplies, and adjust inventory levels to compensate for changes. Adds new inventory items as needed by Administrative Manager, Food Service Supervisor, or Procurement. Reviews items for usage, reorder points and quantities or obsolescence. Performs and maintains monthly inventories for all food, non-food, and janitorial supplies. Responsible for setting par levels, reorder points and quantities. Develops specifications for new and existing products mindful of safety and security concerns. Periodically checks storage areas for mixed stock or incorrect locations. Sort, stacks, restacks, moves and rearranges items as needed. Rotates, straightens, and aligns stock as required. Designated as State Property Custodian for the Wildwood Correctional Center; assures transfer and disposal of state property is accomplished according to departmental policy and procedure. Performs a wide range of property control activities after acquisition to include storage, accounting and disposal of excess property. Develops and implements internal inventory management control procedures. Establishes and maintains property accountability records. Maintains control log of equipment decals (property tags) and assigns decals to all controlled equipment. Prepares and submits documentation for all changes in property accountability to DOC Procurement office and General Services, DOA. Performs physical inventories of equipment and supplies in accordance with applicable policy.
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Functional Area Title: Procurement		
E/M	% of Time	Duty Statement
E	15 %	Exercises purchasing authority within delegated limits as a Certified Procurement Officer Level II. Ensures all procurement activities conform to the State Procurement Code and other appropriate regulations, policies and procedures. The complete purchasing program involves annual budgetary expenditures of 2 million dollars. Maintain State of Alaska Procurement Officer Certification, levels 1 and 2. Uses and applies the State Procurement Code, Department of Corrections, and Wildwood Correctional Complex regulations, policies and procedures to purchase and review requisitions for the procurement of supplies, equipment and services. Prepare, distribute, receive, evaluate, and award solicitations for commodities, equipment, and non-professional services within the institutions delegated authority. Considers factors such as cost, priority, quantity, quality and acceptable substitutions. Solicitations may be in the form of informal verbal or written Request for Quotations (RFQ), and include the preparation of detailed specifications and/or scope of work, dates, times, award and notice requirements. Prepare and submit requisitions to DOC procurement staff when estimated expenditure exceeds delegated authority. Prior to procurement action obtain departmental approvals when required. Prior to distribution of solicitation, make any necessary determinations (i.e., deadlines, opening date, delivery dates/schedules, out-of-state and/or trade-in approvals, etc.). Compose solicitation and assure all necessary specifications, attachments, etc. are included and are accurate (while not being too restrictive), make any necessary corrections or alterations. Distribute solicitation. At proper time open and record bid results. Evaluate bid/proposal results, check for extension errors, etc. and take necessary steps to correct. Barring any valid protest(s), issue contract documents and transmits to the contractor. Prepare award documents (Delivery Order, Advertising Orders, Purchase Order, Purchase Requisition and Stock Request) as appropriate. Maintain necessary files and logs related to all

facility procurements. Forward appropriate copies along with required back-up documentation to the department's procurement office in Central Office. Respond to DOC procurement office procurement and/or accounting staff requests for clarification and/or to rectify discrepancies found during their review of documentation.

Functional Area Title: Materials Handling

E/M	% of Time	Duty Statement
E	10 %	Demonstrates a thorough understanding of how to independently operate and manage a warehouse facility. Understands how to configure warehouse space, knows inventory methods and processes and effectively applies knowledge in operating a functional warehouse. Move items by hand or utilize material handling equipment (i.e. hand cart, hand truck, pallet jack and forklift). Safely operates forklift and other machinery in order to complete tasks such as loading, sorting, staging and transporting products. Uses the forklift to move supplies and maintains the forklift usage and maintenance log according to safety protocol procedures. Works in freezer at freezing temperatures to load, stack, move, and unload frozen food packages. Loads trucks keeping in mind restrictions on weight, size, and height. Perform heavy manual work in lifting (up to 75 pounds) and moving stock. Directs and performs the storage and distribution of products and supplies. Loads and unloads containers.

Functional Area Title: Receiving Deliveries

E/M	% of Time	Duty Statement
E	10 %	Upon receipt of merchandise, verifies condition at delivery to be undamaged or makes note of any damages on bill of lading or appropriate delivery documentation. Opens packages, crates, boxes, etc. and physically matches product to item ordered, checking merchandise for quantity, quality, defects and/or damage. Marks packing list indicating quantity, quality, and condition of merchandise. Repacks merchandise for warehouse storage or delivery to facility. Match merchandise to purchase orders. Verify accuracy of shipment by counting or measuring items and comparing size, weight, description and code numbers with information on invoice or packing slip and purchase order or delivery order. Records any discrepancies or damage. Researches and resolves discrepancies between ordered quantity and actual quantity received. Returns damaged merchandise to supplier. Uses deductive reasoning to determine recipient or end destination of merchandise. Labels and prepares merchandise for warehouse storage or delivery into facility. Exercises all safety and security protocols while receiving merchandise and supplies. Monitors for suspicious packages and/or potential contraband (e.g. weapons, drugs, alcohol, etc.). Coordinates with security personnel for processing, engraving, and logging of secure tools, sharps and weapons before entrance into the facility is allowed. Insures chain of custody for all security related merchandise. Develops a positive working relationship with companies delivering to and picking up from the warehouse. Acts as primary expeditor for the institution; making trips to Kenai, Anchorage and Seward for supply delivery and pick ups merchandise from State and Federal Surplus and other Correctional facilities as well as various vendors throughout the Anchorage and surrounding areas.

Functional Area Title: Distribution		
E/M	% of Time	Duty Statement
E	10 %	Selects, pulls, and packs supplies for departments and staff according to online, written or telephone requests. Monitors usage levels and makes decisions on product distribution based on experience and research of previous order levels. Tracks high or low usage and adjusts future orders accordingly. Coordinates with security to schedule delivery of merchandise into the secure area of the prison. Loads, unloads, sorts, stages and transports products and supplies into and out of the secure area of the facility. Issues certain high value, dangerous or accountable supplies and equipment only to authorized personnel. Loads and unloads supplies and equipment from state vehicles. Drives state vehicles to transport supplies and equipment within and outside the facility. Establishes and maintains accountability by verifying stock numbers, item description, quantity, and condition of items being received or issued. Exercises care to ensure correct items are being issued to an authorized staff member and that the staff member verifies/inspects supplies at the time of receipt. Maintains chain of custody where appropriate. Completes and processes receiving and issue documents as needed either manually or through the use of an automated system. Occasionally handle firearms and/or ammunition in a supply capacity only. Responsible for moving and placing supplies in a timely, safe, and responsible manner while coordinating deliveries inside the facility with security needs. Receives and distributes surplus property from within the state or facility as necessary.

Functional Area Title: Monitor Inmate Workers		
E/M	% of Time	Duty Statement
E	5 %	Monitor and direct the work of inmate workers assigned to the warehouse. When utilizing the assistance of inmate workers, observe and oversee the work performed to ensure the responsibilities of this position are met. Warehouse operations tasks performed by inmate workers include the following: loading and unloading trucks, moving freight, pulling and distributing stock requests, re-stocking, distributing supplies throughout the complex, custodial needs, snow and ice removal, and assisting with inventories. Monitor daily, weekly, and special project assignments. Conduct on the job training of inmate workers in use of new/improved techniques or equipment. Conduct new prisoner worker orientations and routine safety meetings. Observe the work of inmate workers. Report any outstanding or unsatisfactory work and behaviors to supervisor and/or security staff.

Functional Area Title: Security, Safety and Environmental Awareness		
E/M	% of Time	Duty Statement
E	5 %	Understands and applies safety and environmental best practices. Performs job in a manner that minimizes hazards to oneself, others and environment. Maintain all safety standards and records required by State and Federal OSHA and State of Alaska fire code.

Securely and safely handles all goods in accordance with state policy and procedures and facility standard operating procedures and post orders. Including insuring all food products are handled and stored in accordance with DEC food handling standards.

Maintains a security conscious environment at all times while in the performance of duties.

Functional Area Title: Packaging and Shipping

E/M	% of Time	Duty Statement
E	2 %	Appropriately selects shipping and mailing supplies to properly secure packages. Properly tapes and labels packages to meet postal or shipping company regulations. Builds pallets and properly shrink-wraps items on the pallet for safe and secure shipping. Maintains accurate records of goods shipped and bills of lading. Follows instructions to ensure proper order fulfillment. Ensure that mailing and shipping information is completed correctly. Inspects packaging and ensures that all equipment necessary for shipping and transport is serviceable. Understands shipping and transportation and other regulations as appropriate.

Functional Area Title: Hazardous and Volatile Materials Storage

E/M	% of Time	Duty Statement
E	2 %	Correctly and safely handles and stores hazardous materials (including but not limited to volatile materials, explosive ammunition and shells, compressed gases, cleaning/caustic chemicals and irritating chemical agents). Collects, scans, catalogs, disseminates, and files Material Safety Data Sheets (MSDS) in an Online MSDS System. Ensures that all chemicals that come through the warehouse at WCC have MSDS sheets filed and available for use. Assists the maintenance department in the coordination, collection, sorting and disposal of hazardous waste. Assists the maintenance department with the hazardous waste operations and emergency response at WCC.

Functional Area Title: Other Duties as Assigned

E/M	% of Time	Duty Statement
M	1 %	Participate in required staff training, safety meetings and security briefings. Assists in budget preparation by providing recommendations on equipment replacement alternatives, substitutions, other cost reducing actions and information on short and long-term procurement needs. Produces monthly internal budget reports for the Administrative Officer. Other duties as assigned.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

All used daily:

Personal computer with Windows and network operating system. Software suite Microsoft Office (Access, Excel, Outlook, Word); Adobe Professional, Internet Explorer, Quickbooks Pro 2014.

Used as needed:

ACOMS

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

All used daily:

Hand tools: Pliers, crowbar, box knife, hammer, tin snips, crescent wrench, screwdriver, banding/strapping tensioner and sealer.

Material Handling: pallet jack, hand truck, push cart, etc.

Cleaning Equipment: mops, brooms, floor squeegee, floor buffer, etc.

Office equipment: multi-function printer/copier/scanner/fax, document shredder, 10-key calculator, telephone

Vehicles: van, forklift, box truck(s)

Used as needed:

Grounds Maintenance Tools: snow shovels, ice chipper

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Used daily to perform work within state and correctional guidelines:

Alaska Statutes, Alaska Administrative Code, Department of Corrections Policy & Procedures; Standard Operation Procedures, WCC Post Orders, State of Alaska Safety Code Subchapter 10.0101.

Used daily in the proper food receiving, handling, storage, and delivery.

18 AAC 31.315 State of Alaska Food Safety Code

Used monthly or as needed in regards to all procurement and property related tasks.

State of Alaska Property Accounting Manual, Alaska Statutes 36.30, Alaska Administrative Code 2 AAC 12 & 15, Alaska Administrative Manual 81 AAM & 82 AAM, Alaska Contract Awards Manual, Department of Corrections Procurement SOP.

Used monthly or as needed for reference in handling hazmat:

29 CFR 1910.120 EPA hazardous material and oil spill cleanup, 49 U.S.C. 1801-1813 Hazardous Materials Transportation Act

Other related resources as needed.

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Independently is responsible for maintaining adequate inventory levels, performing inventories, adjusting inventory levels, and developing new product specifications.

Determines appropriate delivery times for vendors and schedules supply runs to Anchorage, State Surplus, and Point Mackenzie Farm.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Incumbent must be professional and cooperative while maintaining a relationship with a variety of State Employees, Vendors and prisoners. Must be able to communicate effectively in writing or verbally in sometimes difficult or sensitive situations.

Daily contacts Administrative Officer for authority related decisions, Procurement regarding orders, Post (4, 9, 10, 19) delivery scheduling, Shift Supervisor for questions related to facility security and deliveries.

Weekly contacts a variety of facility departments regarding incoming packages or requests for supplies for Kitchen, Maintenance, Inmate Housing Shift Supervisors, Operations, Post 10 Security, Facility Security Sergeant, Probation, Property, Prisoner Services, Records, Medical, Education Staff, Mental Health, LSAT Coordinators, Chaplin, and Administrative Personnel.

Monthly or as needed contacts shippers for scheduling, problems, or other related issues to UPS, FedEx Express, FedEx Ground, Carlisle Transportation, Alaska Logistics and others.

As needed contacts vendors for questions related to supplies and deliveries to Frontier Paper, West Coast Paper, Waxie, Country Foods, Northern Securities and others as required.

As needed contacts DOC Procurement and State of Alaska Surplus in Anchorage for property related issues.

As needed contacts other Correctional Facilities for property transfers or pickups when required.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

The warehouse contains necessary/critical supplies needed to run a large organization that cares for the basic needs of approximately 450 prisoners and approximately 130 staff. A lack of organization or care when dealing with supplies could result in damage or loss. This damage could be anywhere from a minor inconvenience to major safety risk. Minimal loss in usability of good could result in additional cost to the facility with the minor inconvenience of having to reorder goods. A Major safety risk could occur if a significant error allowed dangerous tools to get into inmate hands which could result in a serious injury to staff or inmates.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Possess the ability to work independently without daily direct supervision. Be self-motivated to perform required duties safely and securely often with in tight deadlines.

This position requires excellent verbal and written communication skills as well as the ability to read and remember details. Must interact clearly and effectively with individuals of varying backgrounds and perspectives on a variety of issues. Must be able to interact effectively and maintain cooperative relationships with personnel at all levels of employment at the facility including prisoners and individuals outside the facility. Exercise tact and diplomacy to secure necessary information and cooperation from a variety of individuals to resolve problems and discrepancies.

Must be competent in basic math skills and calculations. Ability to read, comprehend, and apply statutes, procurement regulations, policy/procedure guides and manuals. Ability to organize paperwork in an efficient manner and prioritize multiple projects.

Ability to work under stress and manage heavy workloads, often to provide basic life sustaining needs for 450 prisoners. Must be continuously aware and looking for suspicious items or contraband before it goes into the secure prison perimeter.

Must be able to maintain and interpret Material Safety Data Sheets (MSDS), Hazardous Waste, Health and Fire Safety documentation specifications for equipment and materials for the warehouse.

Requires knowledge of Microsoft excel, word, outlook, and adobe profession, as well as other software for developing and scanning property transfer authorization requests (TAR), property destruction requests, procurement documents, inventories, cost analysis projects, monthly and yearly usage spread sheets and others as required.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Food Worker Training For Serving Safe Food in Alaska (18 AAC 31.315)

Hazardous Waste Operations and Emergency Response (HAZWOPER, 29 CFR 1910.120)

Hazardous Waste Operations and Emergency Response Refresher course each year

Certification for Forklift (29 CFR 1910.178)

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting		P		
Walking				F
Standing				F
Running		P		
Jumping		P		
Bending or twisting			O	
Squatting or kneeling			O	
Crawling		P		
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs			O	
Driving cars, light duty trucks			O	
Driving heavy duty vehicles		P		
Using floor mounted foot controls to operate equipment (e.g., not driving a car)		P		
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)		P		
Fine manipulation with fingers		P		
Pinching with fingers		P		
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces	N			
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment		P		
Seeing objects at a distance			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)			O	
Distinguishing colors			O	
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather		P		
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment		P		
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)		P		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)			O	
Exposure to needles or sharp implements (e.g., hospital, kitchens)			O	
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

5. Supervisory Authority

This page must be completed if PCN **206307** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **206307** supervises or leads. Record **206307** 's level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **206307** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 206307 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 206307	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
None									