

JOB TITLE: Video Specialist  
EMPLOYEE:

DOT #:194.382-018  
CLAIM #



## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Video Specialist

**JOB CLASSIFICATION** Video Specialist

**DOT TITLE** Videotape Operator

**DOT NUMBER** 194.382-018

**DEPARTMENT** King County Council

**DIVISION** King County Television

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 5

**JOB STATUS**

Full Time, Career Service Exempt.

**ADDRESS OF WORKSITE**

King County Courthouse  
516 Third Avenue, room 1200  
Seattle, WA 98104-3272

**CONTACT'S NAME** James Burns

**CONTACT'S PHONE** 206-296-0301

**EMPLOYER JOB TITLE** Station Manager

**DATE COMPLETED** 3/6/02

**VRC NAME** Jeff Casem

**DATE REVISED** 10/19/09

**WORK HOURS**

Monday through Friday 8:30-4:30 7 hours a day, 5 days a week.

**OVERTIME**

Occasional, Optional. Fair Labor Standards Act Non-Exempt (hourly)

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### **JOB DESCRIPTION**

Works under the general supervision of station management. Operates cameras, switchers and graphics for live cablecasts of County Council meetings; writes and produces short video pieces on county services; shoots and edits video and audio for news conferences, forums and studio productions; programs cablecast schedules; operates and maintains television production equipment including field and studio cameras, sound mixers, and analog and digital production and editing software and equipment .

### **ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

A.A. with one year of experience in a professional television or post-production house. Commercial broadcast experience preferred. B.A. in communications or closely related field preferred.

### **ESSENTIAL FUNCTIONS**

1. Operates television cameras; plans and sets up lighting and audio.
2. Operates video and audio recording equipment and video and audio electronic editing equipment.
3. Performs editing and production.  
Operates Master Control room equipment, remote studio and field equipment.  
Operates character generator to write and input on-air text information.
4. Works with employees outside of government access cable channel in the production of programs.
- 5.
6. Assists in all aspects of program preparation, programming, and playback.
7. Operates Synergy playback system.
8. Performs work as required by supervisor.

### **NON-ESSENTIAL FUNCTIONS**

Overtime.

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**TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

Computer, television, television camera, Video Cassette Recorder, audio equipment, power cords, audio cords, video cords, Mobile Production Unit (MPU), tripod, fax machine, copy machine, video and audio tapes, and batteries. Editing equipment is also used and may contain various controls including joysticks, buttons, dials, and switches.

**PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rare = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

**This job is classified as**

Sedentary according to the DOT, but adjusted to medium in this particular position.

**Standing**

Occasionally on grass, cement, and dirt as well as flat carpeted, linoleum, or tile surfaces for 45 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while video taping a press conference.

**Walking**

Frequently to continuously on flat, carpeted, linoleum, or tile surfaces for distances of up to 100 feet at a time for up to 3 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while preparing and transporting equipment for a shoot.

**Sitting**

Frequently to continuously on an office chair for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while editing and directing shoots as well as attending 2 council meetings per day.

**Climbing stairs**

Rare for 1 minute at a time while climbing 2 flights for up to 2 minutes total in a work shift. Most commonly occurs while climbing 2 flights of stairs to attend a council meeting. There is an elevator available.

**Climbing**

Occasionally on a ladder to heights of up to 15 feet for up to 5 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs while climbing a ladder to adjust the lighting for a shoot.

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**Balancing**

Occasionally on a ladder to heights of up to 15 feet for up to 5 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while balancing on a ladder to adjust the lighting for a shoot. Lighting is adjusted with the assistance of a co-worker.

**Bending/Stooping**

Occasionally on grass, cement, and dirt as well as flat carpeted, linoleum, or tile surfaces for 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while checking wires, as well as adjusting, packing, and unpacking equipment.

**Crouching**

Occasionally on grass, cement, and dirt as well as flat carpeted, linoleum, or tile surfaces for 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while checking wires, as well as adjusting, packing, and unpacking equipment.

**Operating Controls with Feet**

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while driving a county van to various King County locations in order to perform shoots.

**Reaching above shoulder height**

Occasionally for 1 minute at a time for up to 15 minutes total in a work shift while adjusting lighting for a shoot.

**Reaching at waist to shoulder height**

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while performing computer work, using editing equipment, driving a county van, and using directing equipment,

**Reaching at knee to waist height**

Occasionally for 1 minute at a time for up to 15 minutes total in a work shift while reaching for items on low shelves or in low cabinets and drawers, adjusting a tripod, and manipulating audio and video wires.

**Reaching at floor to knee height**

Occasionally for 1 minute at a time for up to 15 minutes total in a work shift while reaching for items on low shelves or in low cabinets and drawers, adjusting a tripod, and manipulating audio and video wires.

**Lifting 1-10 pounds**

Occasionally for 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 5-7 pounds while packing and unpacking video tapes, CD's, DVD's, VCR, cassette deck, batteries, and power cords.

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**Carrying 1-10- pounds**

Occasionally for 2 minutes at a time for distances of up to 100 feet for up to 1 hour total in a work shift. Most commonly occurs with weights of 5-7 pounds while transporting video tapes, CD's, DVD's, VCR, cassette deck, batteries, and power cords to and from video shoots.

**Lifting 11-20 pounds**

Occasionally for 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 13-15 pounds while packing and unpacking a small television, monitor, or an audio mixer.

**Carrying 11-20 pounds**

Occasionally for 2 minutes at a time for distances of up to 100 feet for up to 15 minutes total in a work shift. Most commonly occurs with weights of 13-15 pounds while transporting a small television, monitor, or an audio mixer to and from video shoots.

**Lifting 21-50 pounds**

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 25 pounds while packing and unpacking tripods, television cameras, video decks, televisions, and lighting kits.

**Carrying 21-50 pounds**

Frequently for distances of up to 100 feet for up to 10 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs with weights of 25 pounds while holding a television camera for a video shoot. Occasionally a tripod can be used to reduce the amount of time an employee has to carry a camera. The employee may also carry tripods, video decks, televisions, and lighting kits to and from video shoots. There are carts available to transport the equipment and reduce carrying.

**Lifting 51-100 pounds**

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 65 pounds while packing and packing large lighting kits, large monitors, MPU, and monitor racks. The employee may also have to move set pieces such as a desk with the assistance of a co-worker.

**Carrying 51-100 pounds**

Rare for distances of up to 30 feet for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 65 pounds while transporting large lighting kits, large monitors, MPU, and monitor racks to a shoot. There is a cart available to reduce carrying.

**Pushing and Pulling**

Occasionally for distances of up to 100 feet for up to 5 minutes at a time with a force of up to 65 pounds for up to 2 hours total in a work shift. Most commonly

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occurs while transporting video and audio equipment on carts as well as a MPU to and from video shoots.

**Handling**

Occasionally for 5 minutes at a time for up to 2 hours total in a work shift while holding cameras, audio and video cables, lights, and video tapes.

**Operating Controls with Hands**

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while operating driving as well as operating editing and directing equipment that may include various controls including joysticks, buttons, dials, and switches.

**Fingering**

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while performing computer tasks as well as operating editing and directing equipment that may include various controls including joysticks, buttons, dials, and switches.

**Feeling**

Rare for 1 second at a time for up to 10 seconds total in a work shift while checking to feel the temperature of equipment such as light bulbs to avoid burns and fires.

**Talking**

Continuously for up to 3 hours at a time for up to 8 hours total in a work shift while conversing with co-workers, directing, and editing.

**Hearing**

Continuously for up to 3 hours at a time for up to 8 hours total in a work shift while conversing with co-workers, directing, and editing.

**Tasting/Smelling**

Continuously for up to 3 hours at a time for up to 8 hours total in a work shift while smelling for burning equipment or materials such as a lighting gel or faulty electrical equipment.

**Near acuity—clarity of vision at 20 inches or less**

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while performing computer tasks as well as operating editing and directing equipment that may include various small controls including joysticks, buttons, dials, and switches.

**Far acuity—clarity of vision at 20 feet or more**

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while driving, directing, and editing.

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**Depth perception—three dimensional vision**

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while driving a county van to various King County locations in order to perform shoots.

**Color vision—ability to identify and distinguish colors**

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while driving, directing, and editing. Employee must also be able to identify minimal amounts of brightness, darkness, and lighting differences.

**Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point**

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while driving a county van to various King County locations in order to perform shoots.

**Night vision--seeing after sundown with minimal or no supplemental light sources**

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while driving a county van to various King County locations in order to perform shoots.

**TEMPERAMENTS**

Directing, controlling, or planning activities of others: Continuously

Performing repetitive or short-cycle work: Continuously

Influencing people in their opinions, attitudes, and judgments: Continuously

Performing a variety of duties: Continuously

Working alone or apart in physical isolation from others: Rare

Working effectively under stress: Continuously

Attaining precise set limits, tolerances, and standards: Frequently

Working under specific instructions: Occasionally

Working with others: Continuously

Making judgments and decisions: Continuously

**ENVIRONMENTAL FACTORS**

Work is performed in multiple settings such as control rooms, studios, conference rooms, editing suites, outdoors, and general office areas.

The noise level is very quiet to moderately loud.

**Workers are exposed to**

Outside weather: Occasionally-frequently

Vibration: Occasionally

**POTENTIAL MODIFICATIONS TO JOB**

Employees may alternate tasks with co-workers in order to avoid prolonged activities such as sitting in multiple meetings.

Employees may utilize assistance of co-workers to avoid heavy lifting.

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Signature & title of evaluator

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Date

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Signature & title of contact

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Date

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Signature & title of employee

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Date

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**HEALTH CARE PROVIDER SECTION**

**Check all that apply**

**The employee is released to perform the described duties without restrictions on performance or work hours.**

**The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:**

\_\_\_\_\_  
\_\_\_\_\_  
 **Temporary until** \_\_\_\_\_  **Permanent as of** \_\_\_\_\_

**The employee is released to perform the described job with the following modifications:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 **Temporary until** \_\_\_\_\_  **Permanent as of** \_\_\_\_\_

**The employee is not released to perform the described duties due to the following job functions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 **Temporary until** \_\_\_\_\_  **Permanent effective** \_\_\_\_\_

**The employee is unable to work in any capacity.**  
**A release to work is:**  **anticipated by** \_\_\_\_\_  **Not expected**

**The limitations are due to the following objective medical findings:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date