



**Disability Services**  
**Safety and Claims Management**  
Department of Executive Services  
Human Resources Management Division  
500 4<sup>th</sup> Ave Rm 500  
Seattle, WA 98104  
(206) 205-8575  
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## JOB ANALYSIS

Job Title:	CPR/Public Access Defibrillation (PAD) Program Manager	DOT Title:	Emergency Medical Services Coordinator
SVP:	8	DOT #:	079.117-010
Location of Analysis:	401 5 <sup>th</sup> Avenue Seattle, WA 98104	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Teresa Fager
Presenting VRC:		Employer Contact:	Linda Culley
Date Analysis Completed:	7/28/16	Supervisor Contact Information	Phone: 206-263-8562 E-mail: linda.culley@kingcounty.gov

☒ On-Site      ☐ Interview      ☐ Representative

### JOB DUTIES:

#### Essential Functions according to the employer:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

This position will provide program planning, coordination, contract support and evaluation for the Community Responder Defibrillation Program, Project RAMPART and the Student CPR Program in the Community Programs section of the Emergency Medical Services Division. The primary responsibilities of the position are program/project planning, program operations, resource coordination, community awareness, program analysis and evaluation. The position is a professional level program/project planning position to coordinate a regional countywide program to promote Public Access Defibrillation (PAD) and CPR Education. This position works under the direct supervision of the Community Programs Section Manager in the EMS Division of Public Health.



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Claim # (if applicable):

## EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

### MINIMUM QUALIFICATIONS:

1. Manage program activities, develop procedures, provide administrative oversight for the PAD Registry, respond to all program inquiries and facilitate AED placement/site coordination. Develop program recommendations for change or improvement. Maintain case files on PAD events. Coordinate program activities and communicate with School District, Fire Department and Municipal program coordinators.
2. Manage and sustain the PAD Awareness Campaign. Plan and participate in special events such as health fairs and community events. Coordinate design and preparation of printed material and booth materials for delivery of campaign message. Coordinate with private vendors on campaign delivery, as needed.
3. Manage program budget, assist with development of annual budget, development of budget narratives to support recommendations, monitor and forecast program expenditures and revenue.
4. Coordinate with external agencies in the public and private sector to develop strategies for new programs and pilot projects. Attend meetings with school districts, city program managers to develop new strategies for program improvement. Schedule meetings and all program activities as needed. Develop community partnerships.
5. Gather, review and analyze pre-hospital data and use this data to determine strategies for PAD and CPR program/project development and for evaluation of the effectiveness of pilot projects and programs. Participate in research projects, as needed, and conduct literature reviews to support program development.
6. Develop and present reports on project operations, including PowerPoint presentations, graphics, charts, etc., in front of various audiences. Write annual work plans, annual reports, project proposals, evaluation reports, draft correspondence, and prepare website content to portray program activities and accomplishments.
7. Negotiate, develop and monitor all program agency contracts. Determine funding allocations for programs based on funding formulas. Approve all contract expenditures and invoices and provide to Section Manager for final approval.
8. Coordinate and schedule course offerings. Assign instructors as needed. Teach classes, as needed. Maintain inventory of equipment and supplies. Purchase equipment and supplies. Deliver course materials to classes, if needed.
9. Mentor and direct other program assistants and/or student interns.
10. Other duties, as assigned.

### Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computer, phone, cell phone, fax machine, copy machine, laptop, LED projector, County vehicle, books, binders and office supplies.

Training materials: mannequins, face masks, paper materials, AED trainers and carts.

## PHYSICAL REQUIREMENTS



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Frequency Scale	Strength	Work Pattern	
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time	
<b>O</b> = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
<b>F</b> = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week

This is classified as a LIGHT job by the US Department of Labor.

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting				X*			Up to 1hr./time, 2 hrs. total while driving, performing computer duties and attending meetings. *Can alternate sit/stand as needed as there is a sit/stand workstation.
Standing					X*		Up to 1.5 hrs./time, 4 hrs. total while conducting and setting up trainings. *Can alternate sit/stand as needed during office work as there is a sit/stand workstation.
Walking			X				Up to one block at a time (2 min.), 3-5x per event, while taking loads of training materials via cart (such as Mannequins) to/from training sites (2-6 events per month). Employee also traverses within the office up to 200' at a time.

<b>Lifting</b> floor – waist	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 1 min./time, 15 min. total while loading and loading training materials such as mannequins.
		5-15					
<b>Lifting</b> waist–shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 1 min./time, 20 min. total while loading and loading training materials such as mannequins. 20 lbs. of incoming deliveries of supplies on a very rare occasion.
		5-15 20					
<b>Lifting</b> above shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 10 sec./time up to 1 min./total in a shift while placing and removing items on upper shelves such as AED's (5 lbs) and binders (<5 lbs.)
		5					
<b>Carry</b> (Dist.)	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 20 lbs. of incoming deliveries of supplies on a rare occasion for up to 30' at a time. *Carts are available. May need to carry a 5 lb. AED up to 200'.
		5-20*					
<b>Pushing/ Pulling</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	Minimal	Up to 200' at a time up to 25 min total in a shift while utilizing cart to deliver training materials.
		5-15				lbs force	



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	N	S	O	F	C	
Climbing		X				Up to 1 flight 2x per shift on a rare occasion.
Balancing		X				Up to 5 min./time while around a loading dock. May need to load and unload materials at off-site locations during the winter with potentially frozen ground.
Stooping / Bending		X*				Up to 1 min./time, 5 min. total while loading and loading training materials such as mannequins. Access low file cabinets and drawers; provide to students during training (CPR, AED courses). *Can alternate with squatting as needed.
Twisting		X				Up to 1 min./time, 5 min. total while loading and loading training materials such as mannequins.
Squatting / Kneeling		X*				Up to 1 min./time, 5 min. total while loading and loading training materials such as mannequins. Access low file cabinets and drawers. *Can alternate with bending/stooping as needed.
Crawling	X					
Foot Controls			X			Up to 1hr./time, 2 hrs. total while driving.
<b>Reaching</b> Forward (Level) Below Waist Above Shoulder					X	Up to 1 hr./time 6 hrs. total while completing computer duties, writing and performing training demonstrations.
		X				Up to 1 min./time, 5 min. total while loading and loading training materials such as mannequins.
		X				Up to 1 min./time up to 2 min./total in a shift while placing/removing equipment on upper shelves.
Handle/Grasp		X				Up to 2 min./time, 10 min. total while loading/loading training materials such as mannequins. 20 lbs. of incoming deliveries of supplies on a rare occasion. AED's, binders, laptop and projector (<6 lbs.).
Fine Finger Manipulation				X		Up to 30 min./time, 5 hrs. total while performing computer duties, writing and manipulating documents.
Hand Controls				X		Up to 1hr./time, 3 hrs. total while driving, performing computer duties with a computer mouse.
Repetitive Motion	X					Body part: Cycles/hr.
Vibratory Tasks	X					
Talking				X		Up to 45 min./time, 3 hrs. total while conducting trainings as well as having conversations on the telephone or in person.
Hearing					X	Up to 45 min./time, 3 hrs. total while driving, conducting trainings, as well as having conversations on the telephone or in person.

Visual:

Uses computer monitor, drives and observes trainees.



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ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather		X				Noise Intensity	X				
Extreme Cold	X					Atmospheric Conditions	X				
Extreme Hot	X					Exposed Heights		X			
Wet and / or Humidity	X					Exposure to Electricity	X				
Proximity to Moving Mechanical Parts		X				Exposure to Toxic / Caustic Chemicals	X				
Exposure to Explosives	X					Exposure to Radiation	X				
Other:											

**Analyst's Comments:**

**Possible Employer Modifications:**

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

**Analyst:**

Kyle Pletz, VRC, CDMS

8/3/16

Vocational Consultant

Date

**Presenting VRC signature:**

Vocational Consultant

Date

**Employer Verification:**

**Employee Verification:** (optional)

Name

Date

Name

Date



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**MEDICAL PROVIDER:**

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date \_\_\_\_\_

- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

**Anticipated release date:** \_\_\_\_\_

**Treatment plan:** \_\_\_\_\_

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

**Comments:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physician       | <input type="checkbox"/> PCE Therapist        | <input type="checkbox"/> OT / PT Therapist      |
| <input type="checkbox"/> PEP Physician       |   |   |