

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** LAN Administrator, Senior

**JOB CLASSIFICATION** LAN Administrator, Senior

**DOT TITLE** Computer Systems Hardware Analyst

**DOT NUMBER** 033.167-010

**DEPARTMENT** DAJD                      **DIVISION** Administrative

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 3

**CONTACT'S NAME & TITLE** Mike Holland, IT Service Delivery Manager

**CONTACT'S PHONE** 206-205-3013

**ADDRESS OF WORKSITE**

500 Fifth Avenue  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 6/19/09                      **DATE REVISED** N/A

**WORK HOURS**

40 hours per week during the core hours of 7:00am-5:00pm, Monday through Friday; overtime exempt. The employee rotates on call for 14 days approximately every 8 weeks.

**OR**

35 hours per week during the core hours of 7:00am-4:30pm; overtime eligible. The employee rotates on call for 14 days approximately every 8 weeks.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)

Required, up to approximately 100 hours per year.

**JOB DESCRIPTION**

The responsibilities of this advanced, senior level classification include designing, developing and maintaining Local Area Networks (LANs) and a wide variety of systems that are very technical and complex. Primary responsibilities for this classification are network design, optimizing systems performance, and business coordination. Senior LAN Administrators determine major changes, upgrades and designs for assigned LANs. This classification is ultimately responsible for resolution of the work area's LAN connectivity problems. Senior LAN Administrators routinely serve as technical and/or project leads, and in some locations, may be ongoing leads of same or subordinate level staff. In addition, many positions in this classification also have as a primary responsibility a broad range of

related work area IT systems, including systems unique to the work area. May need to work in a facility alone (RJC) or with other IT staff (KCCF), depending on location.

### **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**

- Advanced knowledge of information technology systems, principles and techniques
- Advanced knowledge of networking operating systems, configurations and commands, network protocols
- Advanced knowledge local area networks and related systems, hardware and software installation and configuration, systems integration, and wide area networks connectivity issues
- Knowledge of desktop operating systems and applications
- Knowledge of server operation and configuration
- Knowledge of data and system security systems, backup, disaster recovery and related processes
- Knowledge of other technology areas such as web design and applications, programming and scripting languages, or databases
- Knowledge of project management techniques and principles
- Skill in designing and maintaining LANs and related systems
- Skill in developing and managing timelines
- Skill in interpreting and implementing technology policies
- Skill in evaluating and integrating new technologies
- Skills in preparing purchase and technical bid specifications
- Skill to assist with and monitor IT budget
- Skill in handling multiple competing priorities
- Skill in working on a team
- Skill in working with a variety of individuals from diverse backgrounds
- Skill including technical writing and documentation
- Oral and written communication skills
- Troubleshooting, analytical and problem solving skills
- Customer service skills while working with all employees and vendors

## **ESSENTIAL FUNCTIONS**

- Serve as a Senior LAN Administrator to identify, design, implement and plan network, hardware and software needs.
- Design networks, optimize LAN performance and resolve connectivity issues, including LAN/WAN connectivity issues; refer router configuration concerns to central IT.
- Develop server configuration standards for assigned servers.
- Oversee or coordinate contact with other groups and outside agencies to provide IT services; oversee on-going or major consultant contracts for IT services.
- Purchase and install hardware and software on multiple computers in facility in accordance with County standards.
- Coordinate LAN design with central IT.
- Train/advise other technical staff; act as coordinator or lead on specific projects.
- Assure compliance with County IT policies; analyze impact of County policy changes on IT operations.
- Resolve problems for end users locally and remotely within facility; maintain end user hardware and software; may direct others in supporting end users.

*Responsibilities may include any of the following, based on work location:*

- May manage multiple platforms and operating systems.
- May formulate work area's IT policies and procedures.
- May provide additional related services based on work area's needs, such as databases, websites, applications, and specialty or unique systems.
- May participate in inter-agency or inter-departmental coordination, planning and troubleshooting, and providing technical assistance to other departments.
- May be an ongoing lead in some work areas.
- May participate in a team approach rather than being assigned responsibility for specific LANs and locations.
- May be called upon to provide support for service issues or failures at any time.  
The employee rotates on call for 14 days approximately every 8 weeks.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

None Identified.

## **OTHER TOOLS & EQUIPMENT USED**

Computer, phone, laptop computer, cable testing and network analysis equipment, screw driver, wire cutters, various hand tools, printer, various software tools, fax machine, copy machine, hand truck, cart, routers 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

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

**This job is classified as**

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

**Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted, cement, linoleum or tile surfaces for up to 90 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while troubleshooting, repairing and installing equipment, hardware and software. The employee also stands while waiting at doors of the jail when attempting access.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on flat carpeted, cement, linoleum or tile surfaces for distances of up to ¼ mile at a time for up to 5-10 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while walking within the RJC Detention Facility to perform tasks at multiple work stations.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to Continuously on an office chair for up to 2.5 hours at a time for up to 6-8 hours total in a work shift. Most commonly occurs while conducting problems resolution, remote problems resolution, research and development, performing remote testing, managing projects/special assignments, performing paperwork, answering telephones and attending meetings as well as performing computer duties which include working with spreadsheets, databases, network monitoring tools, etc.

**Climbing stairs**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time while climbing up to 1 flight for up to 20 minutes total in a work shift. Most commonly occurs while traversing stairs between the two floors of the facility. Elevators are available for use at facilities but length of staircase between each floor varies by facility.

**Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a ladder to heights of up to 10 feet for up to 15 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while reaching for objects on upper shelves in storage room or on rare occasions, working in the IDF (Intermediate Distribution Facility) closet in the kitchen area to access computer wiring and hardware.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 25 minutes total in a work shift. Most commonly occurs while looking at computers under desks (on hands and knees), installing computer hardware, looking at items on upper shelves, etc.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently and repetitive for up to 30 minutes at a time for up to 3-4 hours total in a work shift. Most commonly occurs while hooking up computer equipment in low areas, utilizing reference materials,

typing, writing, debugging, assessing problem resolutions, inspecting network connections, inspecting tower connections, identifying available equipment, etc.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted, cement, linoleum or tile surfaces for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while running wires, hooking up computer equipment or placing equipment on a rack/cart. The employee can reduce bending/stooping by alternating with kneeling or squatting.

**Twisting at the waist**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 1 hour total in a shift when reaching computer towers of employees, hooking up equipment, accessing/routing cables or placing equipment on a rack.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted, cement, linoleum or tile surfaces for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while running wires, hooking up equipment or placing equipment on a rack. The employee can reduce kneeling by alternating with bending/stooping or squatting.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted, cement, linoleum or tile surfaces for up to 2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while running wires, hooking up equipment or placing equipment on a rack. The employee can reduce squatting by alternating with kneeling or bending/stooping. On a rare occasion the employee may need to support a 40-50 pound panel, while squatting, when working on commissary computer hardware in officer stations in the housing units.

**Operating Controls with Feet**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 45 minutes at a time for up to 1.5 hours total in a work shift while driving a County vehicle to a downtown Seattle location once every two weeks or perhaps weekly.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while reaching for items on upper shelves in the storage area as well as installing/maintaining equipment in racks.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while installing software and hardware, repairing computers, monitoring computer systems, performing paperwork and answering telephones as well as performing computer duties which include working with spreadsheets, databases and network monitoring tools.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while working on computer towers, hooking up equipment or placing equipment on a rack.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while working on computer towers, repairing equipment, installing software, hooking up equipment or placing equipment on a rack.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 3-8 pounds at various heights while hooking up equipment or placing equipment on a rack as well as manipulating computer components, parts and equipment. The employee may have to hold equipment when waiting for a Corrections Officer to open a door in the jail facility.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to ¼ mile for up to 5-10 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 1-6 pounds while carrying a laptop between various County buildings as well as when transporting computer parts, components (such as keyboard) and software within the facility. When on call, the employee needs to take a laptop home which requires moving or carrying it as well.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

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 15-20 pounds at various heights while manipulating a small PC, monitor, printers, routers, switches and power supplies. The employee loads these materials on to a cart and then transports them to the desired destination.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of up to 50 pounds at various heights while manipulating PC towers, large printers, large CRT monitors on and off racks and carts. There are servers that weigh over 100 pounds. Lifting assistance (additional worker) is available for heavy lifting. On a rare occasion the employee may need to support a 40-50 pound panel while squatting when working on computers in officer stations in the housing units.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for distances of up to ¼ mile for up to 5-10 minutes at a time with a force of up to 15 pounds for up to 3 hours total in a work shift while using a cart to transport equipment, opening and closing doors and drawers as well as when manipulating equipment on racks, desks, etc. On a rare occasion the employee uses a pallet jack to move a pallet of surplus hardware.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while using various hand tools, manipulating computer components such as monitors, keyboards and telephone as well as various pieces of computer related equipment. The employee also handles when driving a County or personal vehicle.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while driving and manipulating a computer mouse.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while using a computer mouse, writing, typing, manipulating documents, using hand tools and manipulating equipment.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 60 minutes at a time for up to 8 hours total in a work shift while using the telephone, conducting presentations, troubleshooting and coordinating logistics as well as conversing with co-workers, County employees and contracting entities.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while using the telephone, troubleshooting, attending meetings and coordinating logistics as well as conversing with co-workers, County employees and contracting entities. The employee works in a correctional facility with exposure to inmates. Hearing is needed to identify potentially dangerous or harmful situations.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift while monitoring systems, including firewalls, VPN, and alarm messages as well as installing equipment, reading reference materials. Performing duties in a secure facility such as the Regional Justice Center or King County Correctional Facility requires constant use of vision for safety and security purposes.

**ENVIRONMENTAL FACTORS**

Some of the work is performed in an office environment with minimal exposure to health and safety hazards but requires sustained periods at a computer terminal. Work is also performed in a correctional facility setting with indirect interaction with felon and misdemeanor inmates. Worker is exposed to potentially violent, intoxicated, and hostile inmates. Worker can be exposed to bodily fluids and biohazards on an rare basis. The noise level is quiet to very loud.

**The noise level is**

HCP Initials if Restricted

Approximately 40-90 decibels.

\_\_\_\_\_

The noise is caused by voices, alarms, loud speakers, moving traffic and computer equipment.

**Work environment may include the following exposure(s):**

HCP Initials if Restricted

Outside weather: Occasionally

Humidity/dampness: Rare

Fumes: Rare

Odors: Occasionally

Dusts: Frequently

Moving mechanical parts: Rare

Vibration: Rare

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KING COUNTY JOB ANALYSIS COMPLETED ON: 7/10/09

JOB TITLE: LAN Administrator, Senior

EMPLOYEE:

DOT #: 033.167-010

CLAIM #

**POTENTIAL MODIFICATIONS TO JOB:** A cart can be used to reduce carrying of equipment or laptop.  
A telephone head set can be used to minimize neck strain from telephone work.

### SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, BA, VRC, Vocational Consultant  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

**HEALTH CARE PROVIDER SECTION**  
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
  
- The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. 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