



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Management Division
500 Fourth Avenue, Room 500
Seattle, WA 98104
(206) 205-8575
(206) 296-0514 FAX

JOB ANALYSIS

Job Title:	Project Program Manager II	DOT Title:	Rehabilitation Center Manager
SVP:	7	DOT #:	195.167-038
Location of Analysis:	401 5 th Avenue, Ste 0400 Seattle, WA 98104	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Teresa Fager
Presenting VRC:		Employer Contact:	Barbara Vannatter
Date Analysis Completed:	2/6/13	Supervisor Contact Information	Phone: 206-263-8948 E-mail: barbara.vannatter@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.

The position is a member of a team responsible for utilization management of WSH, community psychiatric hospitals, and King County Mental Health, Chemical Abuse and Dependency Services Division (MHCADSD) adult residential services. This position has shared responsibility for overseeing the activities of the WSH hospital liaisons, who are employees of an MHCADSD contracted provider. The position also provides support for the purpose of coordinating care for individuals who are receiving services from WSH, community psychiatric hospitals and/or MHCADSD contracted providers.

- Monitor King County admissions, discharges and daily in-residence census at WSH (including PALS and the Center for Forensic Services) and assure that MHCADSD contracted WSH liaison activities result in timely and appropriate utilization of WSH.
- Coordinate closely with WSH (including Social Work Administration, Patient Financial Services, Center for Forensic Services, Information Systems) and other Regional Support Network (RSN) liaisons to WSH.
- Attend the monthly WSH network and weekly discharge planning meetings. Attend and/or organize other meetings such as case staffings as needed to address system trends.
- Serve as the MHCADSD liaison regarding the King County Expanding Community Services (ECS) program, in coordination with WSH, the WSH Liaisons and ECS providers.
- Monitor WSH admissions and discharges of Aging and Disability Services Administration/Developmental Disabilities (DDD) clients from King County, and coordinate/collaborate with Region 4 DDD staff in planning community based services for these



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individuals.

- Authorize inter-RSN transfer requests.
- Monitor residential bed openings and work with residential services providers, WSH, WSH liaisons and local hospitals to ensure timely placement of WSH and community hospital clients in residential services.
- Assist the MHCADSD Clinical Services Specialist in facilitating the MHCADSD Hospital and Residential Oversight Group, the purpose of which is to divert individuals from WSH whenever possible, and to promote appropriate, timely hospital admissions/discharges and residential placements.
- Work collaboratively with the MHCADSD PACT Coordinator and participate in the MHCADSD PACT implementation work group.
- Participate in care authorizations for individuals needing outpatient and residential services from the MHCADSD provider network.
- Participate in annual compliance reviews of MHCADSD contracted agencies in the MHCADSD provider network.
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EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. A minimum of three years of progressively responsible experience working with publicly funded mental health service systems.
2. Qualified Mental Health Professional as defined by Washington Administrative Code 388-865-0260 and 0265.
3. Knowledge of and experience with services provided by WSH, the King County RSN and/or other Washington State RSNs.
4. Demonstrated knowledge of and experience in working with adults who have mental illness, or mental illness and co-occurring chemical dependency.
5. Demonstrated knowledge of mental health programs and models of care based upon the principles of recovery and resilience.
6. Demonstrated experience in gathering and utilizing data and generating reports for presentation to management in the service of quality improvement of publicly funded state hospital, community inpatient and residential services.
7. Demonstrated knowledge of contractor compliance monitoring methods, and quality assurance strategies.
8. Demonstrated knowledge of utilization management strategies and quality management practices.
9. Demonstrated ability to work with a variety of individuals, teams and agencies, such as hospitals, mental health and primary health care providers, attorneys, and judges.
10. Demonstrated ability to work independently and as a member of a team.
11. Excellent verbal and written communication skills.
12. Working knowledge of Microsoft Office, email and the Internet.

NECESSARY SPECIAL QUALIFICATIONS:

Valid Washington State Driver's License, or the ability to travel around the county and state in a timely manner. Occasional lifting of files and supplies of up to 15 lbs.

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

County or personal vehicle, computer, cell phone, telephone, files, etc.



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PHYSICAL REQUIREMENTS

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

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

PHYSICAL DEMANDS	FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting					X		Up to 2 hr./time, up to 6 hrs. total while driving, performing computer duties and attending meetings.
Standing				X	X		Up to 1hr./time, up to 2-3 hrs. total while utilizing sit/stand workstation (at Seattle Location) or conducting presentations.
Walking				X			Up to 20 min./time, up to 1.5 hrs. total while traversing between buildings and within wards.

Lifting floor – waist	N	S	O	F	C	lbs.	Loading/unloading briefcase in/out trunk of car. Manipulates files(1-5 lbs.) up to 5 min./time, up to 1 hr. total.
		10-15	1-5				
Lifting waist–shoulder	N	S	O	F	C	lbs.	Loading/unloading briefcase in/out trunk of car.
		10-15					
Lifting above shoulder	N	S	O	F	C	lbs.	Utilizing upper shelves, overhead bins and file cabinets.
		5					
Carry (Dist.)	N	S	O	F	C	lbs.	Carry briefcase up/down 24 steps up to 2x per day. May carry a 5 lb. file for up to 20 min. when traversing between buildings. Rolling briefcase available.
		10-15	5				
Pushing/ Pulling	N	S	O	F	C	Minimal	Pulling rolling briefcase 20 min./time for up to 1hr./total. Manipulating steering wheel while driving up to 2 hrs. per day. Also manipulates doors and drawers.
		10-15	2-5			lbs force	
		N	S	O	F	C	
Climbing			X				Up to 24 steps at a time for up to 4x/day. Rarely up to 74 steps when at Western State location.
Balancing		X					



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	N	S	O	F	C	
Stooping / Bending		X				Up to 1 min./time, up to 5 min. total while utilizing lower drawers, cabinets and shelves as well as loading/unloading briefcase in/out of trunk.
Twisting*		X				Up to 30 sec./time, up to 5 min. total while utilizing lower drawers, cabinets and shelves as well as loading/unloading briefcase in/out of trunk of car.
Squatting / Kneeling		X				Up to 30 sec./time, up to 5 min. total while utilizing lower drawers and cabinets.
Crawling	X					
Foot Controls			X			Up to 1.5 hr./time, up to 3 hrs. total while driving.
Reaching Forward (Level)				X		Up to 1 hr./time, up to 6 hrs. total while driving, writing, performing computer/phone duties and manipulating files.
		X				Up to 30 sec./time, up to 5 min. total while utilizing lower drawers and cabinets.
		X				Up to 30 sec./time, up to 5 min. total while utilizing upper drawers and cabinets.
Handle/Grasp			X			Up to 10 min./time, up to 2 hrs. total while manipulating files, briefcase and door handles.
Fine Finger Manipulation				X		Up to 15 min./time, up to 4-5 hrs. total while performing telephone/computer duties as well as manipulating files and papers.
Hand Controls				X		Up to 1 hr./time, up to 4 hrs. total while driving, using telephone and operating computer mouse.
Repetitive Motion	X					Body part: _____ Cycles/hr. _____
Vibratory Tasks	X					
Talking					X	While performing telephone duties and participating in meetings.
Hearing					X	While performing telephone duties and participating in meetings.

Visual:

Drives to multiple locations and utilizes computer screen. Reads large amount of documents. Peripheral vision is utilized while driving as well traversing mental health facility that may contain unpredictable, aggravated or potentially hostile persons.

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				



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Proximity to Moving Mechanical Parts	X						Exposure to Toxic / Caustic Chemicals	X				
Exposure to Explosives	X						Exposure to Radiation	X				
Other:												

Analyst's Comments:

[Empty box for Analyst's Comments]

Possible Employer Modifications:

Sit/stand workstation has been provided
 Dragon Naturally Speaking has been provided.
 Working from home occasionally.
 Currently working reduced hours.
 Rolling Briefcase has been provided, but a light version may be beneficial.
 A keyboard tray with mouse pad at the Western State location set to 26" (current desk is 29.5").

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

Vocational Consultant

Date

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:

Name

Date

Employee Verification: (optional)

Barbara Vannatter

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

- Attending Physician Consulting Physician Pain Program Physician
- IME Physican PCE Therapist OT / PT Therapist
- PEP Physician