

**Department of Human Resources**

Employee Health & Safety Division  
Disability Services Section  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
(206) 296-0514 FAX  
[www.kingcounty.gov](http://www.kingcounty.gov)

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Human Resource Analyst, Sr.		
Department:	Human Resources	Division:	Career and Culture
DOT Title:	Human Resource Advisor	DOT #:	166.267-046
SVP:	8	Requestor:	Jeff Casem
Worksite Address:	810 3 <sup>rd</sup> Ave Seattle, WA 98104  May work from home some of the time.	Office Contact Name/ Phone/ Email:	Chris Saffer 206-263-1050 csaffer@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 9/22/20
Update Analyst:			Update Date:

☐ On-Site    ☒ Interview    ☐ Representative

**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.

**JOB DUTIES:**

Serve as advisor to the Human Resource Director and other high level County management and executive staff on human resources programs in the areas of policy, strategic planning, labor/employee relations, processes and procedures. Incumbents oversee high level projects with multiple complex components that have countywide or community effects. Projects include managing HR issues associated with large/complicated department reorganizations required by legislation or legal proceedings, contentious labor/employee relations issues, and controversial HR policies and procedures requiring changes in County code or State regulations.

1. Coordinate review of and develop or revise human resource policies, systems and strategies. Recommend and draft changes to County code and other laws and regulations to support changes. Evaluate new legislation for impact on human resources programs; translate legislation into program goals and objectives.
2. Research complex legal problems where no previous methodology or interpretation is available; identify appropriate courses of action. Collaborate with the Prosecuting Attorney's office or other attorneys to discuss issues, plan arbitration or litigation, and receive feedback on the impacts of recommended approaches.
3. Direct and provide oversight to team(s) engaged in special studies and projects affecting departments or countywide programs, policies and processes. Conceptualize, develop and implement strategies, systems, standards and plans for a wide variety of functions.
4. Assist with department reorganizations or the creation of new departments based on legislation or other legal requirement. Assist management in planning, organizing, and implementing new staffing plans, department systems and processes, labor considerations and other issues that arise.
5. Serve as a human resources expert and consultant to top county management. Provide advice on program, policy and system development needs. Implement strategies to assist with workforce management issues or develop administrative systems and programs. Advise other human resource professionals on issues that



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- involve applying or tailoring methods and procedures to a variety of situations.
6. Assist human resource professionals and executive management in addressing sensitive, or controversial employee relations issues. Prepare recommendations for executive management.
  7. Testify before legislative committees, hearings, or arbitrations as an expert witness. Write and develop descriptive, narrative, statistical and analytical reports based on analysis of issues and data.
  8. Perform other duties as assigned.

### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Advanced knowledge of relevant federal, state, and local employment and labor laws and regulations

Advanced knowledge of human resource management theories, principles and best practices; knowledge of collective bargaining, contract administration, grievance managing and arbitration processes

Advanced skill in communicating effectively verbally and in writing

Advanced skill in interpreting, advising, explaining and applying pertinent laws, rules, regulations, policies and guidelines

Advanced skill in oral communication including making formal presentations to diverse audiences including executives, County officials, senior managers and committees with diverse opinions and considerations

Advanced skill in problem-solving, conflict resolution, decision making

Advanced skill in written communication including effective brief, paper and technical report writing

Knowledge and skill in the application of organizational development theory and best practices; strategic planning; project management, including resource and budget allocation and organizational and time management

Knowledge of principles and techniques of public sector management

Skill in analyzing complex organizational systems, identifying problems, generating solutions and implementing plans.

Skill in business and organizational planning, coordination and execution

Skill in building consensus among individuals with conflicting view points and convincing others to take action

Skill in customer service

Skill in gathering, analyzing and synthesizing data from multiple sources; formulating responses and recommendations to business issues and presenting this information to client and other audiences

Skill in handling multiple competing priorities and sensitive situations

Skill in managing complex, highly visible and politically sensitive issues and projects

Skill in planning, organizing and project management

Skill in researching, gathering, analyzing and synthesizing data

Skill in using current office software programs

Skill in working with a variety of individuals from diverse backgrounds

Skill in working with elected officials, the general public and external agencies involved in decisions that affect the agency's policies and procedures

### **Education and Experience Requirements**

Bachelor's degree in business, public administration, law or social science with emphasis in management, organizational theory or a related field and

Three years progressively responsible experience in human resources, preferably in high-level public sector project management

Or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work

### **Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.



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Society for Human Resources Management Senior Professional Human Resources (SPHR) or Professional Human Resources (PHR) certification preferred

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

Telephone, computer, copy machine, laptop, tablet, files, office supplies, safety vest, hard hat, protective footwear, eye protection, ear protection, etc.

MS Office, various databases, etc.

## PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
<b>Work Pattern (continued)</b>		FLSA Exempt <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

This position may work from home at times. It may require performing presentation at various work sites.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		10				Up to 10 sec./time, 2 min. total while manipulating files, documents, laptop, etc.
<b>Lifting</b> waist–shoulder		10				Up to 10 sec./time, 2 min. total while manipulating files, document, laptop, etc.
<b>Lifting</b> above shoulder	X					
<b>Carry</b> (Distance/Surface)		10				Up to 500'/time, up to 2x/shift with a laptop and files.
<b>Pushing/Pulling</b> (Distance/Surface)		10				Up 5 sec./time, 1 min. total when opening/closing doors and drawers.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2 hrs./time, 7 hrs. total while attending meetings, performing computer duties, phone/video conferences and driving. *The employee can alt. sitting and standing as needed on most occasions as a sit/stand workstation is present.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Standing			X			Approx. 1 hr./time, 2 hrs. total while conducting presentations and conversing with coworkers. *The employee can alt. sitting and standing as needed on most occasions as a sit/stand workstation is present. Rarely observe work being performed, or equipment being utilized in the field.
Walking			X			Up to 10 min./time, 1 hr. total while traversing within the office, going to meetings and rarely working in the field.
Perform Work on Ladders	X					
Climbing		X				Up to 3 flights at a time, 6 flights total when traversing stairs.
Balancing		X				On a rare occasion, when in the field, up to 5 min./time, 20 min. total while traversing alternate facilities which may have uneven ground or wet/slick floors.
Stooping / Bending		X*				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves. *Employee can alt. with squat/kneel as preferred.
Twisting at Neck	X					
Twisting at Waist	X					
Squatting / Kneeling		X*				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves. *Employee can alt. with bend/stoop as preferred.
Crawling	X					
Reach waist to shoulder			X			Up to 5 min./time, 1.5 hrs. total while reaching for documents, phone, office machines, etc.
Reach above shoulder	X					
Reach below waist		X				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves.
Keyboarding				X		Up to 5 min./time, 4 hrs. total.
Wrist Flexion/Extension	X					
Handle/Grasp			X			Up to 5 min./time 30 min. total while manipulating ream of paper, files, laptop, laptop bag, manuals, etc.
Forceful Grasp	X					
Fine Finger Manipulation				X		Up to 15 min./time, 4 hrs. total while typing, writing, manipulating documents, clicking computer mouse, etc.
Hand Controls				X		Up to 5 min./time, 30 min. total while using a computer mouse.
Foot Controls	X					
Repetitive Motion			X			Body Part: hands      Cycles/hr: 200+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		Up to 1 hr./time, 4 hrs. total while conducting presentations/training; interacting with coworkers.
Hearing				X		Up to 1 hr./time, 4 hrs. total while conducting presentations/training; interacting with coworkers. Being around moving traffic.
Visual – Near Acuity				X		Computer monitor, documents, training materials, images, etc.
Visual – Far Acuity		X				



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Visual – Depth Perception		X	X			Walking around moving vehicles.
Visual – Color Discrimination	X					
Visual – Accommodation		X				Rarely performing field observation.
Visual – Field of Vision		X				Walking around moving vehicles.
Exposure to Weather		X				
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity		X				Rarely when performing field work.
Proximity to Moving Mechanical Parts		X				Rarely when performing field work.
Exposure to Explosives	X					
Atmospheric Conditions		X				Dust and exhaust fumes during field work.
Exposed Heights	X					
Exposure to Electricity		X				Rarely when performing field work. (may be around energized lines for busses on a rare occasion)
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Quiet in the office, moderate in the field around moving vehicles.
Other:						

### Analyst's Comments:

Utilizes various specialized software (that may include screen readers), large monitor, magnifying equipment, etc.

### Possible Employer Modifications:



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**Update Comments (if applicable):**

**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

Oct 5, 2020

Vocational Consultant

Date

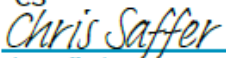
**Update (if applicable):**

Vocational Consultant

Date

**Employer Verification:**

CS



Chris Saffer (Oct 5, 2020 15:29 PDT)

Name

Oct 5, 2020

Date

**Employee Verification: (optional)**

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. 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 basis 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 Physician    ☐ PCE Therapist    ☐ OT / PT Therapist    ☐ PEP Physician