

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Payroll Specialist

JOB CLASSIFICATION Fiscal Specialist III

DOT TITLE Fiscal Clerk

DOT NUMBER 216.382-022

DEPARTMENT Natural Resources and Parks

DIVISION Solid Waste

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE -2

CONTACT'S NAME & TITLE Ann Berrysmith, Finance and Administration Section Manager

CONTACT'S PHONE 206-296-4457

ADDRESS OF WORKSITE

11645 228th Ave. SE
Maple Valley, WA 98038

VRC NAME Kyle Pletz

DATE COMPLETED 8/2/05

VRC NAME Jeff Casem

DATE REVISED 9/11/09

WORK HOURS

6:00am-2:30pm Monday through Friday, 40 hours per week, with two fifteen minute breaks and a 30-minute lunch. Shift hours can vary within core business hours.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional on occasion; approximately 2 hours per week.

JOB DESCRIPTION

Under general supervision the employee assigned to this position is responsible for the entry of personnel and labor data to create an accurate payroll for employees of the Solid Waste Division. This employee enters daily timecard information into a computerized payroll system. Utilizes a high level of attention to detail, excellent communication skills within an environment of tight deadlines.

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

Must possess knowledge of general office principles and practices; software applications relative to the position assignment; appropriate physical standards for work involving computer use, including appropriate seating, arm and/or wrist usage; rules, regulations, codes, laws, policies, procedures and ordinances; conflict resolution techniques; proper English grammar, usage and spelling; action tracking on specific work assignments or other work-related items; and specialized terminology. Must have skill in keyboarding; word processing and spreadsheets; oral and written communications; interpersonal and human relations; tact, diplomacy and persuasion; organization; problem-solving; customer service, in person and via telephone (discretion, patience, etiquette, professionalism); operation of standard office equipment; using 10-key machine by touch; following oral and written instructions; numerical analysis; adapting to changes in work load demand; following-through on assignments as directed; maintaining confidentiality of sensitive matters; taking initiative; conducting research for specific work assignments; providing direction regarding work assignments.

ESSENTIAL FUNCTIONS

1. Approves employee daily timecard data to computerized payroll data collection system.
2. Reviews payroll reports for accuracy of data entry; take appropriate action if discrepancies or errors are found.
3. Uses spreadsheet software to analyze payroll data and create simple reports.
4. Organizes, oversees, establishes, tracks, codes and maintains data sources, such as contracts, payroll, legal documents and/or other financial, accounting or fiscal records and documents.
5. Researches and summarizes payroll information from varied sources, which requires selecting the most appropriate material and the use of spreadsheets and/or customized database applications. Verifies and reconciles data discrepancies.
6. Interprets established policies, procedures, codes, regulations and other relevant sources to internal and external customers over the telephone, in writing and in-person; handles sensitive, confidential and/or potentially volatile situations.
7. Monitors the quality and completion of work performed by co-workers. (Peer review.)
8. Processes incoming mail and documents; attaches related correspondence or information before forwarding as appropriate; selects mail to handle personally where the response requires specialized knowledge of the assigned function; identify priority and/or time-sensitive matters; and maintain security and confidentiality.

NON-ESSENTIAL FUNCTIONS

1. Participate on various committees.
2. Order supplies.

PERSONAL PROTECTIVE EQUIPMENT USED

None identified.

OTHER TOOLS & EQUIPMENT USED

Computer, keyboard, 10-key, mouse, printer, multi line telephone, copy machine, calculator, typewriter, rubber stamps, stapler, pen/pencil, time sheets, files, envelopes, various documents, mail, checks and various office supplies.

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

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Occasionally on wood, cement, asphalt, carpet or vinyl surfaces for up to 30 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while speaking with co-workers and operating the copy machine as well as when filing.

Walking

Health Care Provider initials if restricted _____

Occasionally on wood, cement, asphalt, carpet or vinyl surfaces for distances of up to 200 feet for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while walking within the office to make copies as well as deliver files and documents. The employee also walks to and from the front desk which is in a different job trailer. On a rare occasion (up to once a month) the employee may need to walk to and from the shop.

Sitting

Health Care Provider initials if restricted _____

Continuously on a desk chair for up to 30 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs while talking on the telephone, providing customer service to employees in person and performing computer duties as well as reviewing documents and contracts.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while reviewing documents, payroll files and contracts. Bending the neck down also occurs when writing, utilizing file drawers, coding paperwork, sorting time sheets and verifying work.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 15 minutes total in a shift while utilizing upper file drawers, shelves and cabinets.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on carpeted surfaces for up to 1 minute at a time for up to 1 hour in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies. Bending/stooping may be reduced by alternating with crouching or kneeling.

Kneeling

Health Care Provider initials if restricted _____

Occasionally on carpeted surfaces for up to 1 minute at a time for up to 15 minutes in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies. Kneeling can be reduced by alternating with bending/stooping or crouching.

Squatting

Health Care Provider initials if restricted _____

Occasionally on carpeted surfaces for up to 1 minute at a time for up to 15 minutes in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies. Crouching can be reduced by alternating with bending/stooping or kneeling.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare for up to 5 seconds at a time for up to 1 minute total in a work shift while retrieving files from upper shelves and cabinets as well as when utilizing overhead bins.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while manipulating documents, files, supplies and timesheets as well as performing computer work.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 1 hour in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies. Bending/stooping may be reduced by alternating with crouching or kneeling.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 15 minutes in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies. Kneeling can be reduced by alternating with bending/stooping or crouching.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while adding paper to the copy machine as well as

manipulating files, contracts, daily timesheets, labor contracts, binders, reference materials and documents.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 100 feet for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting a ream of paper to the copy machine or transporting files, contracts, binders, mail, reference materials, daily timesheets and documents.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally with a force of up to 10 pounds for up to 5 seconds at a time and up to 15 minutes total in a work shift while retrieving/replacing files in file cabinets (lateral fire proof cabinets) and on shelves, opening and closing drawers/doors and adding paper to the copy machine and the printer.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while manipulating files, binders, reference materials, daily timesheets, telephone receiver, documents and contracts.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently for up to 1 minute at a time for up to 7 hours total in a work shift while operating a computer mouse.

Fingering

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while performing computer duties, using keyboard and 10-key and writing as well as manipulating documents, timesheets, files and contracts.

Talking

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes a time for up to 6-7 hours total in a work shift while conversing with co-workers and employees, answering telephones and as well as reconciling accounts. The employee provides customer service to employees regarding payroll discrepancies, both in person and over the telephone. The employee may need to converse with hostile employees and diffuse situations.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes a time for up to 6-7 hours total in a work shift while conversing with co-workers and employees, answering telephones and as well as reconciling accounts. The employee provides customer service to employees regarding payroll discrepancies, both in person and over the telephone. The employee may need to converse with hostile employees and diffuse situations.

Seeing

Health Care Provider initials if restricted

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while reading spread sheets on a computer screen and performing data entry as well as reviewing hardcopies of written materials, contracts, timesheets and documents.

ENVIRONMENTAL FACTORS

Work is performed in an office setting in close proximity to other workers and cubicles. The office is in a job trailer on a landfill where large trucks are constantly driving past. The employee is exposed to the odors associated with the landfill as well as the noise and vibration of passing trucks. Copy machine, passing trucks and telephone ringers are the loudest noises in the office.

The noise level is

Approximately 40-60 decibels. The noise is caused by general office sounds and passing trucks.

HCP Initials if Restricted

Odors: Continuously

Dusts: Rarely

Vibration: Occasionally

POTENTIAL MODIFICATIONS TO JOB

Ergonomic workstation to promote proper posture while performing computer duties.

Flat screen monitor to create more desk space and allow for appropriate monitor depth.

Telephone headset to promote proper posture while talking on the telephone and typing on the computer at the same time.

Document holder to promote proper posture when performing data entry.

Angled writing and reading surface.

Ergonomic keyboard for increased comfort while keyboarding.

Footrest for proper posture when sitting.

KING COUNTY JOB ANALYSIS COMPLETED ON: 8/2/05
JOB TITLE: Fiscal Specialist III
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 216.382-022
CLAIM #

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, 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 of contact

Signature of contact

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