

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Human Resource Service Delivery Manager I

JOB CLASSIFICATION Human Resource Service Delivery Manager I

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 166.267-046

DOT TITLE Human Resource Advisor

DEPARTMENT Natural Resources and Parks

DIVISION Solid Waste

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 4

CONTACT'S NAME & TITLE Terri Hansen, Assistant Director

CONTACT'S PHONE 206-263-3583

ADDRESS OF WORKSITE

201 South Jackson
Seattle, WA 98104

And Cedar Hills Landfill
16645 228th Ave SE
Maple Valley, WA 98038

VRC NAME Kyle Pletz

DATE COMPLETED 10/17/08

Date Revised 5/14/09

WORK HOURS

Monday through Friday 8:00am to 5:00pm.

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

Incumbents are required to be available to work additional hours, which may include evenings and weekends, as needed to respond to service needs. This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible.

JOB DESCRIPTION

The Human Resource Service Delivery Manager (SDM) I position is responsible for managing the division's human resources team to deliver human resources services to the division and to the department. Working under the overall direction of the department's HR SDM II, with a reporting relationship to the Solid Waste Assistant Division Director the SDM I partners with the Division in management in developing, implementing and maintaining an effective human resources program. The SDM I participates in the development of department HR systems and contributes to Countywide systems development.

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

1. Demonstrated knowledge and experience in a broad range of HR functions including employment, benefits, labor relations, EEO/diversity, training, leave management, classification and compensation, and safety.
2. Demonstrated knowledge and experience researching, interpreting and applying HR policies/procedures and employment/labor laws such as equal opportunity laws, disability accommodation laws, Fair Labor Standards Act, family and medical leave laws and the Public Employees Collective Bargaining Act.
3. Demonstrated successful supervisor experience. Successful experience in a matrix management environment is preferred.
4. Experience working collaboratively in a team-based environment and leading cross-functional, multidisciplinary teams in developing and implementing HR policies and procedures.
5. Demonstrated experience in developing, presenting and implementing HR policies and procedures in an organization or environment where complex budgetary, legislative and labor relations issues must be considered.
6. Demonstrated ability to gather information accurately and to verbally communicate information clearly, including the ability to develop, deliver and/or facilitate effective presentations and meetings.
7. Demonstrated writing and analytical skills necessary for producing documents such as procedures, letters and investigative and technical reports.
8. Demonstrated ability to multitask and to produce quality products and series while under the pressure of multiple deadlines.
9. Demonstrated judgment and skill in making decisions fairly and equitably when answers are unclear.
10. Excellent customer service, people management and interpersonal skills, including ability to work productively with all levels of management and staff across organizational lines and outside agencies under challenging conditions. Skill in dealing effectively with groups or individuals effectively in sensitive situations.
11. Demonstrated proficiency in the use of computer software including internet (Explorer), calendar/e-mail (Outlook) and work processing (Word) software with a high degree of accuracy.
12. A valid Washington State driver's license or the alternate ability to travel around the County in a timely manner.
13. Demonstrated ability to maintain confidentiality of documents and information.

ESSENTIAL FUNCTIONS

1. Work in conjunction with division and department management to develop and implement human resource practices to ensure consistency, minimize liability and ensure compliance with County HR programs and policies, HR-related laws, and labor agreements.
2. Manage human resources functions for the Solid Waste Division including employee relations, labor relations, recruitment, leave management, and related employment functions.
3. Participate in and support the negotiation, implementation and daily administration of collective bargaining agreements, including grievance processing and administration of disciplinary for the Solid Waste Division.
4. Establish and maintain ongoing and effective communication s with employees, shop stewards and union officials.
5. Facilitate resolution of employee relations issuers.
6. Supervise the work of assigned staff; allocate staff and resources to meet service delivery demands and workload fluctuations.
7. Under direction of the HR SDM II, and in partnership with other management staff, coordinate and implement overall HR service delivery in support of departmental and division business operations, missions, goals and objectives.
8. Coordinate with the Human Resources Division, Labor Relations, Payroll, Benefits and other County business units as necessary to implement and administer HR policies, procedures and collective bargaining agreements.
9. Develop and oversee the dissemination of human-resources police information and other communications in the Solid Waste Division.
10. May oversee payroll administration.

PERSONAL PROTECTIVE EQUIPMENT USED

Safety vest.

OTHER TOOLS & EQUIPMENT USED

Computer, telephone, fax machine, copy machine, documents, files, binders, pen, pencil, County vehicle, scanner, printer etc.

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 flat cement, carpet, parking lot and tile surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while using the copy machine, conducting presentations (can choose to conduct presentations seated if needed) and conversing coworkers.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat cement, carpet, parking lot and tile surfaces for up to 2 minutes at a time for up to 15 minutes total in a shift when traversing the office area.

On a rare occasion, approximately once per month the employee needs to be able to walk up and down hills for distances of up to 7 blocks for up to 20 minutes at a time for up to 40 minutes total in a work shift. Most commonly occurs while walking between County facilities such as the Administration building, Chinook building and King Street Center.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair and vehicle seat for up to 1.5 hours at a time for up to 7.5 total in a work shift. Most commonly occurs while driving a County vehicle, attending meetings, performing computer tasks, talking on the telephone and reviewing documents. The employee can alternate sitting and standing as needed.

Climbing stairs

Health Care Provider initials if restricted _____

Rarely for up to 1 minute at a time while climbing 2 flights for up to 2 minutes total in a work shift. Most commonly occurs while traversing stairs at Cedar Hills and transfer stations. The employee goes on site to the landfill and transfer stations approximately twice per year.

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 work shift. Most commonly occurs while looking at upper cabinets or shelves as well as conversing with coworkers who are standing employee is sitting. The employee may also have to bend the neck up while viewing presentations.

Bending neck down

Health Care Provider initials if restricted _____

Continuously for up to 10 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while reading, writing, reviewing documents etc.

Bending/Stooping

Health Care Provider initials if restricted _____

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining objects on lower shelves and in lower cabinets. The employee can alternate bending/stooping with kneeling or squatting as needed.

Kneeling

Health Care Provider initials if restricted _____

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining objects on lower shelves and in lower cabinets. The employee can alternate kneeling with bending/stooping or squatting as needed.

Squatting

Health Care Provider initials if restricted _____

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining objects on lower shelves and in lower cabinets. The employee can alternate squatting with bending/stooping or kneeling as needed.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Frequently for up to 1.5 hours at a time for up to 3 hours total in a work shift while driving a County vehicle to various locations such as Maple Valley, Enumclaw, Bow Lake, Algona, etc.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining objects on upper shelves and in lower cabinets.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 10 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while reading, writing, reviewing documents etc.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining objects on lower shelves and in lower cabinets.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining objects on lower shelves and in lower cabinets.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 2-6 pounds while manipulating documents, files, binders and reference materials.

Carrying 1-10- pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 7 blocks for up to 15 minutes at a time for 1 hour total in a work shift. Most commonly occurs with weights of 2-4 pounds while transporting documents, files, binders and reference materials.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rarely with a force of 2-9 pounds for up to 10 seconds at a time for up to 4 minutes total in a work shift while opening and closing drawers and doors as well as moving an office chair.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 2-6 pounds while manipulating documents, files, telephone, binders and reference materials. On a rare occasion the employee may need to drive a County vehicle for up to 1.5 hours at a time for up to 3 hours total in a shift.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 20 seconds at a time for up to 45 minutes total in a work shift while operating a computer mouse.

On a rare occasion the employee may need to drive a County vehicle for up to 1.5 hours at a time for up to 3 hours total in a shift.

Fingering Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 10 minutes at a time for up to 5.5 hours total in a work shift while writing and typing and manipulating documents and reference materials.

Talking Health Care Provider initials if restricted _____

Continuously for up to 1.5 hours at a time for up to 5.5 hours total in a work shift while conducting trainings and presentations as well as when conversing with coworkers, employees etc. The employee talks while utilizing the telephone.

Hearing Health Care Provider initials if restricted _____

Continuously for up to 1.5 hours at a time for up to 7.5 hours total in a work shift while conducting trainings and presentations as well as when conversing with coworkers, employees etc. The employee also hears while utilizing the telephone.

Seeing Health Care Provider initials if restricted _____

Continuously for up to 1.5 hours at a time for up to 7.5 hours total in a work shift while conducting trainings and presentations as well as when reviewing documents and reference materials as well as when using a computer.

ENVIRONMENTAL FACTORS

Work is predominantly performed in an office setting but the employee may need to go on site at a landfill or transformation on a rare occasion. When at a transformation or landfill the employee is exposed to odors, dust, the general public and loud noises.

The noise level is HCP Initials if Restricted

Approximately 50-90 decibels. The noise is caused by general office noises and rarely noises from trucks at transfer stations.

Work environment may include the following exposure(s): HCP Initials if Restricted

- Outside weather: Rare to Occasionally
- Wet: Rare
- Fumes: Rare
- Odors: Occasionally
- Dusts: Occasionally
- Mists: Rare
- Moving mechanical parts: Occasionally
- Vibration: Rare

POTENTIAL MODIFICATIONS TO JOB

Leg support for chair.

KING COUNTY JOB ANALYSIS COMPLETED ON: 10/17/08
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Sit stand workstation to alternate sitting and standing as needed.
Teleconference or drive to meetings to reduce walking on a temporary basis.
The employee can alternate between squatting, kneeling and bending/stooping as needed. The employee may also be able to sit in a chair to avoid squatting, kneeling and bending/stooping.

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 of employee

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