



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
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Employee :

Claim # :

JOB ANALYSIS

Job Title:	Project Program Manager II		
Department:	Natural Resources and Parks	Division:	Water and Land
DOT Title:	Environmental Analyst	DOT #:	199.167-022
SVP:	8	Requestor:	Autumn Munsch
Worksite Address:	201 South Jackson, Suite 600 Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Judy Hullett 206-477-3364 judith.hullett@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS	Analysis Date:	10/10/17
Update Analyst:		Update Date:	

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Facilitates King County programs that offer incentives to private landowners for resource conservation. The position is primarily responsible for work in the Public Benefit Rating System (PBRs) and Timber Land Programs, property tax incentives for conserving forest, agriculture or other open space values. The position will support the Forestry and Agriculture programs, particularly related to property tax incentives, land use, mapping and the Farmland Preservation Program (FPP).

Performs approximately 25 site visits per year, most of which are toward the end of the calendar year. The rest of the time is spent in an office environment performing computer tasks that include composing reports and mapping.

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 Specific Requirements:

- Independently review and respond to applications for PBRs and Timber Land within the required timeframe. This includes review of the application materials; conferring with the applicant about eligibility for enrollment and specific program requirements; conducting a site visit to analyze eligibility and to delineate areas of property to be enrolled; coordination with other agencies as needed, making recommendations; writing staff reports presentation of findings at public hearing.
- Completion of enrollment in program for approved properties within the required timeframe. This includes collecting and reviewing required plans; using ArcMap to produce property maps, generating legal descriptions for enrolling areas; finalizing open space agreements with landowners; sending final determinations to assessor; record-keeping and database entry and management; correspondence to all



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applicable agencies.

- Monitor properties enrolled in the programs through ArcMap analysis, site visits and communication with landowners, promptly addressing any compliance issues.
- Make presentations concerning the incentives programs and approval process to various audiences.
- Respond to inquiries about the incentives programs from landowners, co-workers, management, and other agencies.
- Keep detailed records of enrolled properties and monitoring data.
- Maintain data base and reporting on accomplishments and performance measures.
- Support the Agriculture and Forestry Programs as assigned, particularly in FPP monitoring, data management, mapping, performance measures, and web pages.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent in agriculture, soils, natural resources, or related field and at least two years of increasingly responsible program and project management work that is applicable to the primary job functions of this position.
- At least one year experience working with agricultural landowners and other rural property owners.
- Experience working on agriculture policies, providing assistance to farmers, or researching and reporting on agricultural issues.
- Experience working with property assessment information and the assessor's data base and maps.
- Familiarity with and ability to research assessor's data and recorded documents, such as easements and development restrictions.
- Experience working in a program that requires understanding and interpretation of Revised Code of Washington and King County Code or other legislative rules and codes.
- Experience identifying and classifying resource characteristics on a site, including surface water features and wildlife habitat.
- Ability to ground-truth aerial photography.
- Ability to evaluate resources for site eligibility based on program criteria.
- Ability to make Department recommendations for PBRs or Timber Land enrollment, based on site analysis and independent conclusions, and to represent the Department at public hearings.
- Excellent writing skills.
- Experience producing high quality reports, letters and other documents.
- Proficiency using GIS software to map sites, interpret natural resource characteristics and to define areas of a property defined in a legal description.
- Proficiency with data management and record keeping. Ability to attend to details, organize work, record information accurately, and keep well-organized files.
- Demonstrated ability to communicate effectively to a variety of audiences, Ability to communicate technical information, including the benefits and restrictions of participation in the programs.
- Sufficient knowledge of incentive programs to describe program requirements and expectations.
- Two years or more of experience doing on-the-ground field work, including meeting with property owners regarding various aspects of their property.
- Ability to work outside in all types of weather conditions; ability to walk through difficult terrain; and capacity to be on one's feet for several hours during the day.



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DESIRABLE QUALIFICATIONS:

- Proficiency with ArcMap.
- Experience interpreting and drafting legal descriptions.
- Experience using a handheld device to measure distances and areas on a site.
- Farming experience. Forestry background.
- Experience working with the equestrian industry.
- Experience in grant writing and administration.
- Knowledge of real estate practices and principles.
- Master's degree in related field.

NECESSARY SPECIAL QUALIFICATIONS:

A valid Washington State Driver's License and the ability to travel throughout King County in a timely manner,

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

Phone, fax, copy machine, computer, vehicle, clipboard, maps, camera and reference materials.

PHYSICAL REQUIREMENTS

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

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-20				Up 1 min/time, 10 min total while utilizing a backpack with boots, laptop and reference materials.
Lifting waist–shoulder		1-20				Up 1 min/time, 20 min total while utilizing a backpack with boots, laptop and reference materials.
Lifting above shoulder		5				Up to 10 sec./time, 1 min total while manipulating reference materials on upper shelves and in upper cabinets as well as moving branches when in the field.
Carry (Distance/Surface)		1-20				Up 5 min/time, 20 min total while carrying a backpack with boots, laptop and reference materials for site visits.
Pushing/Pulling (Distance/Surface)		1-20				Up 15 sec./time, 10 min total while manipulating a backpack, branches on site visits, doors and drawers.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X	Up to 2 hrs./time, 7 hrs. total, on and office chair or automobile seat while driving to/from site visits, composing reports, mapping, researching properties and performing various computer duties.
Standing			X			Up to 5 min./time, 1 hr. total while conversing with land owners during site visits.
Walking			X			Up to 15 min./time, 2.5 hrs. total when performing site visits on various types of surfaces. Sites can include forest land and farms with uneven, undeveloped, heavy brush, slick, frozen, wet, muddy and sloped surfaces.
Perform Work on Ladders	X					
Climbing		X				Up to 1 min./time, 10 min. total while performing site visits with thick vegetation; may need to climb over fallen trees.
Balancing			X			Up to 15 min./time, 2.5 hrs. total when performing site visits on various types of surfaces. Sites can include forest land and farms with uneven, undeveloped, heavy brush, slick, frozen, wet, muddy and sloped surfaces.
Stooping / Bending			X			Up to 30 sec./time, 3 min. total while looking under structures or vegetation when performing site visits.
Twisting at Neck		X				Up to 30 sec./time, 3 min. total while looking under structures or vegetation when performing site visits; driving.
Twisting at Waist		X				Up to 30 sec./time, 2 min. total while traversing fallen trees and thick brush during site visits.
Squatting / Kneeling		X				Up to 30 sec./time, 3 min. total while looking under structures or vegetation when performing site visits; driving.
Crawling		X				Up to 30 sec./time, 2 min. total while traversing fallen trees and thick brush during site visits.
Reach waist to shoulder			X			Up to 1 hr./time, 2.5 hrs. total while driving; manipulating branches, clip board and reference materials.
Reach above shoulder		X				Up to 10 sec./time, 1 min total while manipulating reference materials on upper shelves and in upper cabinets as well as moving branches when in the field.
Reach below waist		X				Up to 10 sec./time, 1 min total while manipulating reference materials on/in lower shelves/cabinets as well as moving branches when in the field.
Keyboarding					X	Up to 30 min./time, 5.5 hrs. total when composing reports and emails as well as performing data entry and other various computer duties.
Wrist Flexion/Extension		X				Up to 30 sec./time, 2 min. total while traversing fallen trees and manipulating thick brush during site visits.
Handle/Grasp		X				Up to 30 sec./time, 10 min. total while traversing fallen trees and manipulating thick brush during site visits; manipulating backpack and reference materials.
Forceful Grasp	X					



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Physical Demands	Frequency				Activity Description
Fine Finger Manipulation				X	Up to 30 min./time, 7 hrs. total when composing reports and emails as well as performing data entry and other various computer duties; mapping with computer mouse, manipulating documents and writing.
Hand Controls			X		Up to 1 hr./time, 4 hrs. total while driving as well as using a computer mouse (can involve heavy mouse usage when mapping).
Foot Controls		X			Up to 1 hr./time, 2 hrs. total while driving.
Repetitive Motion	X				Body Part: Cycles/hr:
Vibratory Tasks – High	X				
Vibratory Tasks – Low	X				
Talking			X		Up to 10 min./time, 4 hrs. total while conversing with land owners, coworkers and court personnel.
Hearing			X		Up to 1 hr./time, 4 hrs. total while performing site visits as well as when conversing with land owners, coworkers and court personnel.
Visual – Near Acuity				X	Up to 2 hrs./time, 7 hrs. total while when composing reports and emails, performing data entry, mapping and other various computer duties.
Visual – Far Acuity			X		Up to 1 hr./time, 4 hrs. total while driving and performing site visits.
Visual – Depth Perception			X		Up to 1 hr./time, 4 hrs. total while driving and performing site visits.
Visual – Color Discrimination			X		Up to 1 hr./time, 4 hrs. total while driving and performing site visits.
Visual – Accommodation			X		Up to 1 hr./time, 4 hrs. total while driving and performing site visits.
Visual – Field of Vision			X		Up to 1 hr./time, 4 hrs. total while driving and performing site visits.
Exposure to Weather	X				Performing approximately 25 site visits per year. Up to a full shift can be spent outdoors.
Extreme Cold	X				Rarely performing site visits in freezing temperatures or in coolers (farms).
Extreme Hot	X				Rarely performing site visits on extremely hot day or around hot equipment.
Wet and / or Humidity	X				Rarely performing site visits with hoses, pressure washers and water bins present.
Proximity to Moving Mechanical Parts	X				Rarely performing site visits on forms around moving equipment.
Exposure to Explosives	X				
Atmospheric Conditions		X			Rarely performing site visits in forest areas with dirt roads as well as active farms with dust.
Exposed Heights	X				
Exposure to Electricity	X				



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Physical Demands	Frequency					Activity Description
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Rarely may be around farm equipment. The majority of the work is performed in a quiet office environment.
Other:						

Analyst's Comments:

Possible Employer Modifications:

The worker is currently in transition of work location. She has been provided a sit/stand workstation but it has not been installed yet. A vertical mouse was recommended to the worker and she reported that she had just received one and it was very helpful.

Update Comments (if applicable):



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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:

Update (if applicable):

Vocational Consultant

11/15/17

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Megan Kim

Name

11/15/17

Date

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