

JOB TITLE: Administrative Staff Assistant
EMPLOYEE:
VRC: Kyle Pletz

DOT # 169.167-010
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Administrator II

JOB CLASSIFICATION Administrator II

DOT TITLE Administrative Assistant

DOT NUMBER 169.167-010

DEPARTMENT Natural Resources and Parks

DIVISION Wastewater Treatment

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 2

JOB STATUS

Full Time, Career service.

ADDRESS OF WORKSITE

201 South Jackson
Seattle, WA 98104

CONTACT'S NAME Steve Tull

CONTACT'S PHONE (206) 684-1515

EMPLOYER JOB TITLE Business and Finance Officer IV

DATE COMPLETED 9/25/03

VRC NAME Jeff Casem

DATE REVISED 9/24/09

WORK HOURS 8:00-4:30am, 40 hours per week. Two fifteen minute breaks and one, half-hour lunch break per day.

OVERTIME Rare, optional.

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JOB DESCRIPTION

Responsible for ensuring timely and accurate pay checks for 620 Wastewater employees. WTD Payroll Coordinator for 27 timekeepers processing payroll in PeopleSoft and mainsaver. Ensures employees, timekeepers and supervisors are trained on PS software and correctly interpret labor contracts, WTD policies and KC Guidelines. Develops and implements new policies and procedures when needed. WTD payroll liaison working with HR, Central payroll, PSSD team and other King county departments

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 judgement.
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

The employee must have knowledge of various labor contract and King County policies and procedures, to ensure implementation and proper administration of payroll. Must have skills in providing PeopleSoft payroll training and technical payroll support for 27 Timekeepers and 30 supervisors. Must have customer service and written communication skills. The employee must be proficient in Microsoft Word and Excel and Peoplesoft. Must be able to provide specific payroll instructions and directions frequently. Employee must be able to develop and administer new Wastewater payroll policies. Able to work closely and daily with HR staff, Central Payroll, PSSD team.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Manage division internal payroll process ensuring timely and accurate checks for all Wastewater employees. Provide PeopleSoft training and technical payroll support for all new WTD employees, supervisors, and timekeepers.
2. Implements and administers new payroll policies for Wastewater.
3. Ensures contract bargaining agreements, KC Personal Guidelines and WTD payroll polices are implemented in payroll.
4. Provides payroll system problem troubleshooting, communicating policies, procedures and methods to resolve.

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5. Provides backup support in an emergency basis for 27 WTD timekeepers. Troubleshoots PeopleSoft payroll questions daily for WTD employees, supervisors and timekeepers. Works with Central payroll with payroll corrections and cutting of checks.

NON-ESSENTIAL FUNCTIONS

Driving a County vehicle.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Equipment used may include a computer, multi-line telephone, printer, copy machine, fax machine, calculator, stapler, hole punch, files and documents. Computer software includes Microsoft Word and Excel as well as Peoplesoft.

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

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Sedentary

Standing

Occasionally on flat, carpeted surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while using the fax or copy machine as well as conversing with co-workers. The employee can sit and stand as needed.

Walking

Occasionally on flat carpeted surfaces for distances of up to 320 feet at a time for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while traversing between the copy machine, fax machine, workstation and co-worker's work areas. On a rare occasion the employee may need to walk to another King County Building up to 3 blocks away.

Sitting

Continuously on an office chair for up to 2.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs performing computer work and answering the telephone. The employee can sit and stand as needed.

Bending/Stooping

Rare on flat carpeted surfaces for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing or placing office

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supplies in supply cabinet and placing and removing files from low drawers. The employee can reduce bending/stooping by alternating with crouching, kneeling or sitting on a chair.

Crouching

Rare on flat carpeted surfaces for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers. The employee can reduce crouching by alternating with kneeling, bending/stooping or sitting on a chair.

Kneeling

Rare on flat carpeted surfaces for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers. The employee can reduce kneeling by alternating with bending/stooping, kneeling or sitting on a chair.

Operating Controls with Feet

Rare for up to 30 minutes at a time for up to 1 hour in a shift while driving a County vehicle to meetings.

Reaching above shoulder height

Rare on flat carpeted surfaces for up to 10 seconds at a time for up to 5 minutes total in a work shift while placing and removing supplies and files out of high file drawers and cabinets as well as using overhead bins in the work area.

Reaching at waist to shoulder height

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while performing computer duties, writing, manipulating documents and files, operating copy and machines, files out of drawers and cabinets.

Reaching at knee to waist height

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift while loading a ream of paper in to the copy machine as well as placing and removing files from cabinets and drawers.

Reaching at floor to knee height

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers.

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Lifting 1-10 pounds

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while lifting paper for the photocopy machine, files, and documents.

Carrying 1-10- pounds

Rare for distances of up to 320 feet for up to 3 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while and traversing to meet with co-workers.

Pushing and Pulling

Occasionally for distances of up to 320 feet for up to 10 minutes at a time for up to 30 minutes total in a work shift with a pushing/pulling force of up to 7 pounds.

Handling

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift while manipulating files and documents as well as using the telephone and computer mouse.

Operating Controls with Hands

Frequently for up to 30 minutes at a time for up to 4 hours in a shift while operating a computer mouse as well as driving a County vehicle to meetings.

Fingering

Frequently for 2.5 hours at a time for up to 6 hours total in a work shift while performing computer duties, writing and manipulating documents. The incumbent also may operate office machines such as a fax machine or copy machine.

Talking

Frequently for up to 30 minutes at a time for up to 6 hours total in a work shift while conversing with co-workers, providing customer service and answering the telephone as well as conversing and Payroll.

Hearing

Frequently for up to 15 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers, providing customer service and answering the telephone as well as conversing and Payroll.

Near acuity—clarity of vision at 20 inches or less

Frequently for up to 2.5 hours at a time for up to 7 hours total in a work shift while reading documents, inspecting files, reading mail, and looking at computer screen while typing.

Far acuity—clarity of vision at 20 feet or more

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Rare for up to 30 minutes at a time for up to 1 hour in a shift while driving a County vehicle to meetings.

Depth perception—three dimensional vision

Rare for up to 30 minutes at a time for up to 1 hour in a shift while driving a County vehicle to meetings.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Rare for up to 30 minutes at a time for up to 1 hour in a shift while driving a County vehicle to meetings.

TEMPERAMENTS

Performing repetitive or short-cycle work: Continuously
Influencing people in their opinions, attitudes, and judgements: Rare
Performing a variety of duties: Frequently
Expressing personal feelings: Rarely
Working effectively under stress: Occasionally
Working under specific instructions: Continuously
Working with others: Continuously
Making judgements and decisions: Frequently

ENVIRONMENTAL FACTORS

Work is performed in an office setting close proximity from other workers and cubicles. The employee interacts with persons that may be upset or potentially hostile. The noise level is quiet. Copy machine and telephone ringers are the loudest noises in the office.

Outside weather: Rare
Moving Mechanical Parts: Rare
Vibration: Rare

POTENTIAL MODIFICATIONS TO JOB

Adjustable ergonomic chair with lumbar support for increased comfort while sitting for an extended duration.
Use luggage cart to reduce and carrying.
Alternate tasks to reduce static positions.
Workspace break monitoring software to promote alternating between sitting and standing.

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Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours.

The employee is released to perform the described duties on a reduced schedule. 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