

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Communications Specialist III

JOB CLASSIFICATION Communications Specialist III

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 131.267-026

DOT TITLE Writer, Technical Publications

DEPARTMENT Natural Resources and Parks **DIVISION** Wastewater Treatment Division

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 6

CONTACT'S NAME & TITLE Robert Tovar, Supervisor, Technical Services Unit, East & West Section, WTD

CONTACT'S PHONE 206-263-5433

ADDRESS OF WORKSITE

South Treatment Plant
1200 Monster Road SW
Renton , WA 98057

VRC NAME Kyle Pletz

DATE COMPLETED 9/18/07

VRC NAME Jeff Casem

DATE REVISED 8/18/09

WORK HOURS

Core hours are between 7:00 am and 6:30 pm, Monday through Friday; telecommuting one day per week.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
None.

JOB DESCRIPTION

Providing various communications services to communicate the agency's purpose and to provide a means for external and internal information, involvement and communications. These communications responsibilities include, but are not limited to, media relations, publicity, issue management/strategic planning, marketing communications, employee communications, technical writing, technical illustration, photography, graphics, production of communication/marketing materials, production of technical manuals and public participation.

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

- Ability to understand technical subject matter and terminology, use mechanical reasoning and spatial visualization skills to interpret complex engineering drawings and contract specifications, and clearly and accurately render technical information into written formats that are appropriate for the intended audience.
- Knowledge of publications process, research methods and techniques.
- Knowledge of project management techniques and principles.
- Knowledge of regulatory and legal requirements associated with wastewater systems documentation, operations, and maintenance.
- Knowledge of graphic design and photography.
- Ability to organize work assignments in a clear and concise manner and to synthesize and communicate technical information orally and in writing.
- Ability to use Macintosh and PC computers, production equipment (such as scanners and printers) and appropriate software.
- Ability to use desktop publishing software applications at an advanced level (including creating and using style sheets, placing art, and working with long, multi-section documents).
- Ability to use a computer network to seek reference materials, share and access files, and back up and archive work.
- Presentation and facilitation skills.
- Ability to use Adobe FrameMaker (Version 6.0), Adobe Photoshop, and MS Word (Version 2003/2004) at a high level of proficiency.
- Ability to conduct task analysis.
- Ability to create and enhance PDF files using Adobe Acrobat.
- Knowledge of the wastewater treatment processes.
- Examples of current work (completed within the last five years) that reflect the ability to produce technical documents such as operation and maintenance manuals, scientific reports, and similar technical publications.

HIGHLY DESIRED:

- Ability to use Adobe PageMaker (Version 6.5) or InDesign CS2.
- Knowledge of MS Excel.
- Formal training in scientific/technical areas, wastewater treatment, or engineering.
- Knowledge of HTML scripting and website design, and the ability to use standard web software such as Dreamweaver..
- Ability to design, produce, and modify web pages.
- Ability to produce slide shows using MS PowerPoint.

- Ability to use standard graphics software such as Macromedia Freehand or Adobe Illustrator.

ESSENTIAL FUNCTIONS

1. Coordinate assigned documentation program: *WTD East Section Offsite Facilities, WTD West Section Offsite Facilities, South Treatment Plant, West Point Treatment Plant, or WTD Safety Program*. Oversee the work of other staff providing writing, editing and/or illustration support.
2. Assess and prioritize communication needs within the program area.
3. Determine budget and resource needs of program documentation elements and monitor expenditures. If necessary, participate in consultant and vendor selection processes; oversee the work of consultants and vendors.
4. Coordinate with internal and consultant team members (if applicable) to resolve issues and ensure that all documentation is complete, on schedule and adequate to serve its purpose.
5. Coordinate and schedule all aspects of the program documentation, including graphics, style, printing and distribution.
6. Ensure editorial consistency of documents.
7. Create, maintain and update hard copy and on-line operations and maintenance manuals, safety program documents, training materials and other documents, as assigned. Perform task analyses, research, organize and review technical and engineering data as required to document operating procedures.
8. Perform one or more of the core technical communication competencies (writing, editing, illustrating) at a high level of proficiency.
9. Provide project lead, writing, editing, illustration, and/or production support in other documentation programs, as assigned.
10. Provide unit-wide support (such as mentoring staff, assisting in staff hiring process, archiving, maintaining computer hardware/software), as assigned.

PERSONAL PROTECTIVE EQUIPMENT USED

Hard hat, ear protection, air quality sensor, eye protection, steel toe shoes and dust mask.

OTHER TOOLS & EQUIPMENT USED

Phone, fax machine, copy machine, digital camera, scanner, binders, video camera, tripod, hole punch, paper cutter, bindery equipment, printer, computer, files, cell phone, reference materials, documents and County vehicle.

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 _____

Frequently on dirt, gravel, cement, or concrete for 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while looking at equipment at pump stations in order to create technical writings.

Walking

Health Care Provider initials if restricted _____

Occasionally on dirt, gravel, cement, concrete, wet, slick and uneven ground surfaces for up to 10-15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while looking at equipment at pump stations researching safety and operations manuals.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair or automobile seat for up to 1 hour at a time for up to 7 hours total in a work shift. Most commonly occurs while driving or performing technical communication tasks.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for up to 1 flight at a time for up to 8 flights total in a work shift. Most commonly occurs while traversing pump stations.

Climbing

Health Care Provider initials if restricted _____

Rarely to heights or depths of up to 16 feet for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while traversing ladders at pump stations.

Balancing

Health Care Provider initials if restricted _____

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while being in a pump station when there is a spill or a wet floor.

Bending neck up

Health Care Provider initials if restricted _____

Rarely to Occasionally for up to 5 minutes at a time for up to 60 minutes total in a work shift. Most commonly occurs while videotaping equipment, or observing tasks in elevated areas.

Bending neck down

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 6-7 hours total in a work shift. Most commonly occurs while performing office duties such as typing, reading, utilizing reference materials, performing technical writing, illustrating, and reviewing documents etc.

Bending/Stooping

Health Care Provider initials if restricted _____

Rarely to Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves or on lower cabinets. The employee can alternate between bending/stooping, kneeling and squatting in accordance with preference.

Kneeling

Health Care Provider initials if restricted _____ Rarely to

Rarely to Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves or on lower cabinets. The employee can alternate between bending/stooping, kneeling and squatting in accordance with preference.

Squatting

Health Care Provider initials if restricted _____

Rarely to Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves or on lower cabinets. The employee can alternate between bending/stooping, kneeling and squatting in accordance with preference.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Frequently for up to 1 hour at a time for up to up to 4 hours total in a work shift while driving a County vehicle to an from pump stations/work sites.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift while reaching for items on upper shelves.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently to continuously for up to 45 minutes at a time for up to 5-6 hours total in a work shift while driving and performing office duties such as typing, reading, utilizing reference materials, writing, using computer mouse, reviewing documents etc.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift while reaching for items on lower shelves or in lower cabinets.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift while reaching for items on lower shelves or lower cabinets, or opening hatches.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 2-7 pounds while manipulating reference binders, books and materials. The employee also lifts while using a video camera, tripod and laptop.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5-15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting reference binders, books and materials. The employee also carries while transporting a video camera, tripod and laptop to and from work sites.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 12 pounds while manipulating a laptop bag.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5-15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of up to 12 pounds while transporting a laptop bag to and from work sites.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rarely for distances of up to 100 feet at a time with a force of 5-11 pounds for up to 1 minute at a time for up to 5 minutes total in a work shift while opening and closing doors and drawers as well as when using a dolly to move a box of copier paper.

Handling

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift while manipulating reference materials, laptop bag, telephone and steering wheel.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while manipulating a computer mouse and steering wheel.

Fingering

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 15 minutes at a time for up to 6-7 hours total in a work shift while typing, writing, clicking the computer mouse, manipulating documents/reference materials and dialing the telephone.

Talking

Health Care Provider initials if restricted _____

Frequently at a time with for up to 5 minutes at a time for up to 4 hours total in a work shift while discussing work with coworkers, talking on the phone as well as when presenting information in meetings.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while working in pump stations or wastewater treatment plants where auditory safety alarms are used. Hearing is also used when conversing and attending meetings.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while working in pump stations or wastewater treatment plants where visual safety alarms are used, as well as when performing technical writing duties such as using reference manuals, inspecting equipment etc.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while working in pump stations or wastewater treatment plants where moving machinery and sanitary hazards are present.

ENVIRONMENTAL FACTORS

Work is generally performed in an industrial office environment with minimal exposure to health and safety hazards; however, research-related work must be performed at wastewater treatment

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 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