



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
Seattle, WA 98108
(206) 205-8575
(206) 296-0514 FAX

JOB ANALYSIS

| | | | |
|--------------------------|---|--------------------------------|---|
| Job Title: | Employee and labor Relations Representative | DOT Title: | Employee Relations Specialist |
| SVP: | 7 | DOT #: | 166.267-042 |
| Location of Analysis: | 201 S. Jackson | Name of Employee: | |
| Analyst: | Kyle Pletz, VRC, CDMS | JA Source: | Jennifer Hernandez |
| Presenting VRC: | | Employer Contact: | Elizabeth Milestone |
| Date Analysis Completed: | 10/9/14 | Supervisor Contact Information | Phone: 206-477-5475 E-mail: elizabeth.milestone@kingcounty.gov |

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

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.

This position reports to the Division Human Resource Service Delivery Manager and serves as the primary consultant to Wastewater Treatment Operation managers and supervisors. Professional expertise is provided in the areas of labor negotiations, labor contract administration, grievance and dispute resolution processing, employee relations and performance management, investigation and resolution of employee conduct and complaints and support of a collaborative and effective labor management relationship.

1. Assist in the development and communication of labor strategies, interests and policies for the division. Collaborate with the Division/Department Management and County's labor negotiator to develop management bargaining proposals; assist with research of labor policies and drafting of contract language. Serve as a division representative at the bargaining table.
2. Provide critical information to management on the interpretation and administration of labor contracts, personnel policies and procedures, and other applicable rules, regulations and laws. Develop specific programs, policies and training as required to ensure compliance with policy, laws and labor agreements.
3. Assist supervisors in the development of effective performance management strategies to hold employees accountable for successful performance of job duties and workplace conduct. Recommend appropriate disciplinary and corrective actions in accordance with labor laws and contract provisions.
4. Represent the division at all stages of grievance hearings; develop and communicate grievance



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responses as designated. Coordinate alternative dispute resolution processes, and the development of settlements and agreements.

5. Assist in the coordination of the division's employment-related litigation matters by conducting research, providing professional advice and consulting with the prosecuting attorney's office and management staff as necessary to develop strategies.
6. Conduct complex employment investigations; write investigative reports, and present findings and recommendations to management and the prosecuting attorney's office.
7. Coordinate and collaborate with the WTD HR team to facilitate all aspects of human resource service delivery to the Wastewater Treatment Division, including recruitment and selection processes, disability and leave management, and information processing and record keeping.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- A bachelor's degree in human resource management, business administration or closely related field, or the equivalent combination of education and experience.
- Five years of increasingly responsible human resources/labor relations experience.
- Extensive knowledge of labor relations and human resources principles, practices, legal environment and trends, preferably as it relates to public sector employment.
- Extensive knowledge of principles and practices of labor contract negotiation and administration, grievance handling, arbitration and alternative dispute resolution processes.
- Knowledge of principles and techniques of public sector management, including organization, planning, staffing, supervision, budgeting and legislative interaction.
- Demonstrated ability to develop effective working relationships at all levels of the organization, and with external agency and labor representatives.
- Skill in conducting workplace investigations.
- Skill in problem-solving, conflict resolution, and decision making.
- Skill in verbal and written communication and formal presentations.
- Skill in interpreting, explaining and applying pertinent laws, rules, regulations, policies, guidelines.
- Skill in developing effective recommendations on full range of issues regarding employee and labor relations.
- Skill in the use of a personal computer and word processing, spreadsheet and database software in support of delivery of work products.

NECESSARY SPECIAL QUALIFICATIONS:

A valid Washington State Driver's license or the ability to travel to and between work locations not served by public transportation.

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

Computer, telephone, cell phone, files, copy machine, fax machine, scanner, County vehicle. Hard hat, eye protection, safety vest, ear protection.



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PHYSICAL REQUIREMENTS

| Frequency Scale | Strength | Work Pattern |
|---|---|---|
| N = Never | <input checked="" type="checkbox"/> Sedentary | <input checked="" 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%, 48 min. – 2 hr 25 min) | <input type="checkbox"/> Medium | <input type="checkbox"/> Seasonal |
| F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min) | <input type="checkbox"/> Heavy | Hours Per Day |
| C = Constant (67-100%, more than 5 hr 35 min) | <input type="checkbox"/> Very Heavy | Days Per Week |

This is classified as a **SEDDENTARY** job by the US Department of Labor. This is an exempt position which may require overtime work.

| PHYSICAL DEMANDS | | FREQUENCY | | | | | | ACTIVITY DESCRIPTION |
|------------------|--------|-----------|---|---|---|---|--|--|
| | % Time | N | S | O | F | C | | |
| Sitting | | | | | | X | | Up to 2 hrs./time, 8 hrs. total while driving, performing computer duties, attending meetings. |
| Standing | | | X | | | | | Up to 30 min./time, 30 min total while performing investigation and viewing incident areas. |
| Walking | | | | X | | | | Up to 10 min./time, 1 hr. total while performing investigations and attending meetings. |

| | | | | | | | | |
|----------------------------------|----------|----------|----------|----------|----------|---------|-----------|---|
| Lifting floor – waist | N | S | O | F | C | | lbs. | Up to 5 min/time, 30 min/total, for up to 15# for files, laptop, reference materials. |
| | | X | | | | | | |
| Lifting waist–shoulder | N | S | O | F | C | | lbs. | Up to 5 min/time, 30 min/total, for up to 15# for files, laptop, reference materials. |
| | | X | | | | | | |
| Lifting above shoulder | N | S | O | F | C | | lbs. | Up to 30 seconds/time, 1-2 min/total, for up to 5# for files and reference materials on upper shelves. |
| | | X | | | | | | |
| Carry (Dist.) | N | S | O | F | C | | lbs. | Up to 5 min/time, 30 min/total, for up to 15# for files, laptop, reference materials. |
| | | X | | | | | | |
| Pushing/ Pulling | N | S | O | F | C | Minimal | lbs force | Up to 5 min/time, 30 min/total, for up to 5# for drawers and doors as well as rolling cart with laptop and files. |
| | | X | | | | | | |

| | N | S | O | F | C | |
|--------------------|---|---|---|---|---|---|
| Climbing | | X | | | | Up to 72 steps at a time, up to 150 steps total on a rare occasion to view incident areas. |
| Balancing | | X | | | | Up to 30 min./time, 30 min total while performing investigation and viewing incident areas (wet surfaces, traversing uneven ground, steeping over hoses etc.) |
| Stooping / Bending | | X | | | | Up to 1-2min./time for up to 10 min. total while performing investigations and filing in low drawers. |



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| | N | S | O | F | C | |
|--|---|---|---|---|---|---|
| Twisting | X | | | | | |
| Squatting / Kneeling | | X | | | | Up to 1-2min./time, 10 min. total while performing investigations and filing in low drawers. |
| Crawling | X | | | | | |
| Foot Controls | | | X | X | | Up to 2-3 hrs./time, 3 hrs. total while driving between work locations. |
| Reaching (Level) Forward Below Waist Above Shoulder | | | | | X | Up to 2 hrs./time, 8 hrs. total while driving, performing computer duties and taking notes during meetings. |
| | | X | | | | Up to 1-2min./time for up to 10 min. total while performing investigations and filing in low drawers. |
| | | X | | | | Up to 30 sec/time, 1-2 min./total, for up to 5# for files, laptop, reference materials on upper shelves. |
| Handle/Grasp | | X | | | | Up to 5 min./time, 30 min./total, for up to 5# for drawers and doors as well as rolling cart with laptop and files. |
| Fine Finger Manipulation | | | | | X | Up to 30 min./time, 7 hrs. total while writing and performing computer duties. |
| Hand Controls | | | | X | | Up to 2-3 hrs./time, 5 hrs. total while driving between work locations and using a computer mouse. |
| Repetitive Motion | X | | | | | Body part: Cycles/hr. |
| Vibratory Tasks | X | | | | | |
| Talking | | | | | X | Up to 2hrs./time up to 7 hrs. total while conducting trainings and investigations. |
| Hearing | | | | | X | Up to 2hrs./time up to 7 hrs. total while conducting trainings and investigations as well as traversing industrial areas. |

Visual:

Uses computer monitors and drives on a regular basis.

| ENVIRONMENTAL CONDITIONS | FREQUENCY | | | | | ENVIRONMENTAL CONDITIONS | FREQUENCY | | | | |
|--------------------------------------|-----------|---|---|---|---|---------------------------------------|-----------|---|---|---|---|
| | N | S | O | F | C | | N | S | O | F | C |
| Exposure to Weather | | X | | | | Noise Intensity | | X | | | |
| Extreme Cold | X | | | | | Atmospheric Conditions | | X | | | |
| Extreme Hot | X | | | | | Exposed Heights | | X | | | |
| Wet and / or Humidity | | X | | | | Exposure to Electricity | | X | | | |
| Proximity to Moving Mechanical Parts | | X | | | | Exposure to Toxic / Caustic Chemicals | | X | | | |
| Exposure to Explosives | | X | | | | Exposure to Radiation | X | | | | |
| Other: | | | | | | | | | | | |



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Analyst's Comments:

Possible Employer Modifications:

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:

Presenting VRC signature:

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)



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Name

Date

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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.

State 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 ☐ 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

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |