

**Department of Human Resources**

Employee Health & Safety Division
Disability Services Section
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX
www.kingcounty.gov

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Instructional Designer (Occupational Education and Training Program Administrator)		
Department:	Transportation	Division:	Transit
DOT Title:	Training Representative	DOT #:	166.227-010
SVP:	7	Requestor:	Christine DuBois
Worksite Address:	Central, Atlantic and South Bases	Office Contact Name/ Phone/ Email:	Stephen St Aubin 206-477-7865 stephen.staubin@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 3/20/19
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Researching and evaluating training programs and materials; interfacing with and scheduling vendor training; managing learning resources; scheduling internal and external classes; and locating, securing and administering employee-development programs.

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:

1. Research, evaluate and procure training materials and visual aids.
2. Research and analyze data to prepare information for publication of manuals, bulletins, standard operating procedures, instructional material and reports.
3. Develop standard operating procedures for the operation of new and existing equipment and related processes.
4. Prepare statistical reports based on program objectives.
5. Conduct trend analysis to determine program needs.
6. Develop and coordinate educational partnerships.
7. Develop a training project work plan and budget.
8. Arrange for in-house and off-site training events; review and select self-paced training packages.
9. Process, maintain and audit training records and events.
10. Supervise and coordinate work assignments for lower-level positions.
11. Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**MINIMUM QUALIFICATIONS:**

Knowledge of occupational education principles and philosophy
Knowledge of post-secondary occupational technical teaching
Knowledge of educational psychology
Knowledge of training systems management



King County

King County Job Analysis

Job Title : Instructional Designer

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DOT # : 166.227-010

Claim # :

Knowledge of supervisory techniques
 Knowledge of project administration
 Knowledge of budget management principles
 Knowledge of resource allocation
 Knowledge of federal, state, local and county laws, policies, procedures, ordinances and labor agreements relating to safety, training and use of employee time
 Knowledge of program planning, implementation and evaluation
 Knowledge of procurement principles and procedures

NECESSARY SPECIAL QUALIFICATIONS:

Washington State Driver's License (some positions)
 Commercial Driver's License with endorsements (some positions)
 Appropriate state or federal licenses and certifications (some positions)
 Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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

Telephone, computer, phone, fax machine, scanner, copy machine, camera, tripod, video camera, drones, various coaches, wheelchairs, sit/stand workstation, laptop, safety vest.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input checked="" 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	8 Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
Work Pattern (continued)		FLSA Exempt <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		20				Approx 1./mo. Lifts up to 10 sec./time, 2 min. total while manipulating a camera, video camera, tripod or ream of paper.
Lifting waist–shoulder		20				Approx. 1./mo. Lifts up to 10 sec./time, 2 min. total while manipulating a camera, video camera, tripod or ream of paper.
Lifting above shoulder	X					



King County

King County Job Analysis

Job Title : Instructional Designer

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DOT # : 166.227-010

Claim # :

Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Carry (Distance/Surface)		20*				Up to 1000'/time, up to 2x/shift. *This is normally performed quarterly.
Pushing/Pulling (Distance/Surface)		10				Up 5 sec./time, 1 min. total, with up to 10 lbs. of force when opening/closing doors and drawers; moving a wheel chair. Rarely with 3 lbs. of pressure when operating a coach steering wheel.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2 hrs./time, 7 hrs. total while attending meetings, performing computer duties and driving. *The employee can alt. sitting and standing as needed on most occasions as a sit/stand workstation is present.
Standing			X			Approx. 1x/mo. up to 1hr./time, 1 hr. total while filming, conducting trainings/presentations and conversing with coworkers. *The employee can alt. sitting and standing as needed on most occasions as a sit/stand workstation is present.
Walking		X				Up to 1000'/time, up to 2x/shift. Also traverses within the office for the copy machine and printer.
Perform Work on Ladders	X					
Climbing		X				Up to 1 flight at a time, 2 flights total when traversing stairs or entering/exiting a coach (3 steps).
Balancing		X				Up to 5 sec./time, 1 min. total while entering/exiting a coach with a floor that could be wet.
Stooping / Bending		X				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves; securing wheelchairs. *Employee can alt. with squat/kneel as preferred.
Twisting at Neck		X				Up to 5 sec./time, 1 min. total while driving.
Twisting at Waist		X				Up to 5 sec./time, 1 min. total while driving.
Squatting / Kneeling		X				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves; securing wheelchairs. *Employee can alt. with bend/stoop as preferred.
Crawling	X					
Reach waist to shoulder			X			Up to 45 min./time, 2.5 hrs. total while driving; reaching for documents, phone, office machines, etc.
Reach above shoulder		X				Rarely for upper shelves and overhead cabinets.
Reach below waist		X				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves; securing wheelchairs.
Keyboarding					X	Up to 5 min./time, 6 hrs. total.
Wrist Flexion/Extension	X					

**King County**

King County Job Analysis

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	N	S	O	F	C	
Handle/Grasp			X			Up to 45 min./time 2 hrs. total while driving, manipulating reams of paper, cameras, documents, laptop, manuals, etc.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 15 min./time, 6 hrs. total while typing, writing, manipulating documents, clicking computer mouse, etc.
Hand Controls				X		Up to 45 min./time, 4 hrs. total while driving and using a computer mouse for computer programs that require heavy mouse usage (Illustrator, Photoshop, etc.)
Foot Controls						Up to 45 min./time, 1.5 hrs. total while driving.
Repetitive Motion				X		Body Part: hands Cycles/hr: 300+
Vibratory Tasks – High	X					
Vibratory Tasks – Low		X				Rarely when sitting in the rear of a coach.
Talking				X		Up to 1 hr./time, 4 hrs. total while conducting presentations/training; interacting with coworkers to create curriculum.
Hearing				X		Up to 1 hr./time, 4 hrs. total while conducting presentations/training; interacting with coworkers to create curriculum. Being around moving traffic.
Visual – Near Acuity					X	Computer monitor, documents, training materials, images, etc.
Visual – Far Acuity			X			Driving, walking within transit bases.
Visual – Depth Perception			X			Driving, walking within transit bases.
Visual – Color Discrimination				X		Computer monitor, documents, training materials, images, etc.
Visual – Accommodation			X			Driving, flying a drone, filming.
Visual – Field of Vision			X			Driving, walking within transit bases.
Exposure to Weather		X				
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity		X				
Proximity to Moving Mechanical Parts			X			
Exposure to Explosives	X					
Atmospheric Conditions		X				Dust and exhaust fumes at transit bases.
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Quiet in the office, moderate in the yard around moving vehicles.
Other:						



King County

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Analyst's Comments:

A sit/stand workstation is present, so the employee can alternate sitting and standing as needed when in the office.

This VRC made very slight adjustment to the keyboard height of sit stand workstation since the worker received a new chair.


Possible Employer Modifications:

A second mouse (left handed) to reduce the amount of mouse usage in the right. Remove armrests from the chair to reduce ulnar deviation of the wrists.

Update Comments (if applicable):

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:



Vocational Consultant

3/29/19

Date

Update (if applicable):

Vocational Consultant

Date

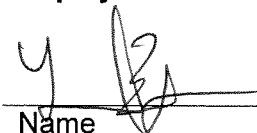
Employer Verification:


Name

3/29/19

Date

Employee Verification: (optional)


Name

3/29/19

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