



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
500 4th Ave Rm 500
Seattle, WA 98104
(206) 205-8575
(206) 296-0514 FAX

JOB ANALYSIS

Job Title:	Functional Analyst III	DOT Title:	Programmer-Analyst
SVP:	8	DOT #:	030.162-014
Location of Analysis:	201 S. Jackson Seattle, WA 98104	Name:	
		Claim #:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Norm Aadland
Presenting VRC:		Employer Contact:	Elizabeth Love
Date Analysis Completed:	2/3/17	Supervisor Contact Information	Phone: 206-477-6759 E-mail: elizabeth.love@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 performs computer based duties which include code development, SharePoint development, report development and email communication. 90 percent of the job involves keyboarding. Consult with customers to refine and translate functional requirements into technical specifications, conduct complex analyses and coding changes, develop customized reports and queries, troubleshoot and design system interfaces, and test and implement processes and upgrades.

Responsibilities of this senior level class are defined in two tracks. The first track provides lead functional support to other lower level Functional Analysts. The second track is the technical expert on complex systems used throughout the County in multiple departments.

- Define, map, and document module and system requirements, processes, procedures, and specifications.
- Create and implement new processes, procedures, pilot and test activities for complex modules and systems.
- Identify, evaluate, and prioritize system changes based on design requirements and functional specifications; conduct gap analyses on systems.
- Analyze and test proposed system interfaces, enhancements, and upgrades prior to implementation.
- Participate in vendor management and package selection utilizing expertise in functional systems analysis.
- Customize or modify fields and panels for modules and systems; monitor requests for system



King County

King County Job Analysis Completed on: 2/3/17

Employee:
Job Title: Functional Analyst III

DOT #: 030.162-014
Claim #:

changes and customization.

- Lead and collaborate with other functional analysts in tracking and resolving system problems and issues requiring advanced technical expertise of the system or product.
- Facilitate and lead strategic planning and process improvement teams in support of systems.
- Communicate with stakeholders on system processes, applications, and modifications.
- Investigate, troubleshoot and document complex system problems; develop solutions for more complex and critical production problems; ensure problems are resolved and solutions documented.
- Provide training and serve as technical expert on system changes and process improvements.
- Lead and conduct configuration and user acceptance testing with customers and end users along with documenting results; evaluate variances to determine if they are due to data or process errors.
- Design, develop, and test data models, application modifications, reports, and other related application functions.
- Maintain system integrity by establishing change management processes and facilitating complex system changes involving tables, queries, and reports.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Advanced knowledge of functional areas, modules, and complex systems.
- Advanced knowledge of report and query writing languages, table relationships, and views.
- Advanced knowledge of relational databases and data models.
- Advanced knowledge of automated systems testing procedures, data conversion analyses, transaction processing, and troubleshooting applications.
- Knowledge of organizational business practices, work flow analysis, business systems design, process re-engineering, systems testing procedures and troubleshooting applications.
- Skill in verbal and written communication.
- Skill in analysis and problem solving.
- Skill in interpreting instructional manuals, guidelines, and procedures.
- Skill in developing effective recommendations on full range of issues involving the analysis of functional modules and automated systems.
- Skill in decision-making and determining need to consult with others.
- Skill in making presentations before groups and committees.
- Skill in leading and working effectively and cooperatively with other staff and officials.
- Skill in customer service and end user support.

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

Computer, laptop, keyboard, mouse, traffic signal priority (TSP) equipment/electronics, touchscreen, sit/stand workstation, pen, wireless, headset telephone.

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	8	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week

This is classified as a **SEDDENTARY** job by the US Department of Labor.



King County

King County Job Analysis Completed on: 2/3/17

Employee:
Job Title: Functional Analyst III

DOT #: 030.162-014
Claim #:

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting						X	Up to 2.5 hrs./time, 7.5 hrs. total while using a computer for programming etc. Can alternate sit/stand as needed due to sit/stand workstation.
Standing				X			Up to 30 min/time, 2 hrs. total while using a computer for programming etc. Can alternate sit/stand as needed due to sit/stand workstation.
Walking			X				Up to 2 min./time, 5min., total when going out in the field to inspect traffic light components up to 1 time per month.

Lifting floor – waist	N	S	O	F	C	lbs.	Up to 1 min./time, 5 min. total while transporting a Laptop (2.8 lbs.) and a projector (5 lbs.).
		1-5					
Lifting waist–shoulder	N	S	O	F	C	lbs.	Up to 1 min./time, 5 min. total while transporting a Laptop (2.8 lbs.) and a projector (5 lbs.).
		1-5					
Lifting above shoulder	N	S	O	F	C	lbs.	Up to 1 min./time, 2 min. total while transporting a Laptop and electronic equipment.
		1-5					
Carry (Dist.)	N	S	O	F	C	lbs.	Up to 2 min./time, 5 min. total while transporting a Laptop (2.8 lbs.) and a projector (5 lbs.).
		1-5					
Pushing/ Pulling	N	S	O	F	C	Minimal	Doors and drawers 6-15 lbs. rarely.
		6-15				Lbs. force	

	N	S	O	F	C	
Climbing	X					
Balancing	X					
Stooping / Bending		X				Up to 15 sec./time, 1 min. total while accessing low drawers and shelves.
Twisting*	X					
Squatting / Kneeling	X					
Crawling	X					
Foot Controls		X	X			Driving a County vehicle on a rare occasion. May drive vehicle up to 1 hr./time, 2 hrs. total 1x per month.
Reaching (Level) Forward Below Waist Above Shoulder		X				Up to 15 sec./time, 2 min. total while transporting a laptop and electronic equipment.
		X				Up to 15 sec./time, 2 min. total while transporting a laptop and electronic equipment.
		X				Up to 15 sec./time, 2 min. total while transporting a laptop and electronic equipment.
Handle/Grasp		X				Up to 1 min./time, 5 min. total while transporting a

**King County**

King County Job Analysis Completed on: 2/3/17

Employee:
Job Title: Functional Analyst IIIDOT #: 030.162-014
Claim #:

						laptop or electronic equipment.
	N	S	O	F	C	
Fine Finger Manipulation					X	Up to 2.5 hrs./time, 7.5 hrs. total while using a computer/keyboard for programming etc.
Hand Controls		X	X			Up to 1 min./time, hrs.1 hr. total while using computer mouse and touchpad. The employee also rarely drives a county vehicle up to 1 hr./time, 2 hrs. total in a shift.
Repetitive Motion	X					Body part: Cycles/hr.
Vibratory Tasks	X					
Talking		X				Interacting with coworkers and supervisors.
Hearing		X				Interacting with coworkers and supervisors.

Visual:

Continuous with computer monitor.

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: Dust when out in the field inspecting traffic lights.											

Analyst's Comments:**Possible Employer Modifications:**



King County Job Analysis Completed on: 2/3/17

Employee:
Job Title: Functional Analyst III

DOT #: 030.162-014
Claim #:

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:

Kyle Pletz VRC, CDMS

2/7/17

Vocational Consultant

Date

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:

Name

Date

Employee Verification: (optional)

Name

Date



King County

King County Job Analysis Completed on: 2/3/17

Employee:
Job Title: Functional Analyst III

DOT #: 030.162-014
Claim #:

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 | | |