

**Department of Human Resources**

Central Employee Services Division
Disability Services Section
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-4992 FAX
www.kingcounty.gov

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Transit Administrative Support Specialist III		
Department:	Transit	Division:	Vehicle Maintenance
DOT Title:	Administrative Assistant	DOT #:	169.167-010
SVP:	7	Requestor:	Krista Cochran
Worksite Address:	East Base and Bellevue Base 1975 124th Ave NE, Bellevue, WA 98005	Office Contact Name/ Phone/ Email:	Caitlin Keller 206-263-0705 ckeller@kingcounty.gov
Original Analyst:	Kyle Pletz, BA, BA, VRC, CDMS		Analysis Date: 8/2/22
Update Analyst:			Update Date:

On-Site Interview Representative

JOB DUTIES:

Support an operation using their organization and administrative skills and serve as the principle administrative support for a transit vehicle maintenance base. Support supervisory staff with a wide variety of daily confidential administrative tasks and special projects. responsibilities include - processing a high volume of personnel related documents, supply ordering, purchasing and reconciling p-card expenses, maintaining electronic personnel records, serving base employees as a primary point of contact on policies, procedures, processes, ensuring timely and accurate payroll and accounts payable processing, maintaining diverse files/spreadsheets/databases, and providing customer service.

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.

- Maintain base files for transit superintendent, chiefs, and trades employees, including electronic personnel records. Complete personnel related documents such as position requisitions, personnel changes, and special duty request forms for submittal to Transit Human Resources.
- Track FMLA/KCFML/Paid Parental/COVID Leave usage and time balances; track and record attendance and miss records; maintain disciplinary action records as required in compliance with negotiated labor agreements; safeguard confidential information relating to terminations, discipline, drug testing and other personnel actions.
- Monitor and track budget expenditures and research budget issues; manage asset inventory information and surplus distribution processes; process uniform, shoe, travel, and similar vouchers consistent with labor agreements; maintain petty cash fund.
- Be responsible for purchasing, records entry, and reconciliation of P-card transactions processed through Oracle iExpense.
- Process mail by retrieving, opening, sorting, and attaching related documents for distribution.
- Order and maintain office supplies inventory and serve as the point of contact for leased equipment.



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- Create and maintain a variety of spreadsheets, databases, and reports for specialized information. Develop and maintain lists of active projects, contracts, purchase agreements, or other program specific information, process, and track invoices for payment.
- Track and ensure timely processing of grievance procedures, contract requirements, and next steps; schedule disciplinary meetings and hearings; prepare and distribute hearing summaries in compliance with negotiated labor agreements.
- Perform high level of data entry support for Vehicle Maintenance Staffing Shake-Ups three times a year; create base staffing rosters, overtime seniority lists, manage distribution lists, and support employee movement throughout the bases within the system.
- Serve as back-up and work closely with Technical Processing Specialist IIIs to perform payroll and timekeeper functions, ensuring timely and accurate payroll processing. Conduct payroll auditing.
- Plan and coordinate special programs, recognition awards, and promotional events.
- Serve as a primary point of contact for staff with questions on County and Transit Division policies, procedures, and processes. Disseminate information on changing policies, processes, and procedures.
- Lead lower-level administrative support and accounting staff; coordinate and assign work and review quality of work products; provide training in administrative processes and procedures.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Three years of increasingly responsible office or administrative support experience; including two years of independent administrative responsibility for a group or team of professional, technical, or management staff OR an equivalent combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the work.

- Demonstrated ability to work in an Office 365 environment and use Microsoft products to complete assigned tasks - including SharePoint for document management and retention, Word for word processing, Excel for spreadsheet creation, maintenance, and reports; and Outlook to communicate with staff.
- Ability to maintain strict confidentiality in the handling of confidential, sensitive data, and information involving matters internal to Metro; as well as external matters involving suppliers, contractors, and vendors.
- Strong oral and written communication skills with knowledge of effective business communications - including proper grammar, punctuation, spelling, and proofreading.
- Analytical, troubleshooting, and problem-solving skills.
- Demonstrated skills in development and production of a wide range of written materials.
- Demonstrated ability to draft, proofread, edit, compile, and finalize official and technical documents for managers or other decision-makers.
- Demonstrated ability to be detail-oriented, organized, and use initiative to solve problems.
- Skill in conducting research on a specific work assignment.
- Ability to produce work products under tight deadlines.
- Ability to multi-task with frequent interruptions, working under pressure efficiently and effectively with competing priorities.
- Ability to work under pressure sensitively and effectively with a diverse clientele.
- Excellent in handling competing staff demands, needs, and personalities.
- Demonstrated ability to work independently with little oversight, exercise good judgment, and accept personal responsibility for job duties.
- Demonstrated punctuality, dependability, and good attendance record.



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- Ability to use initiative and judgement to prioritize and handle sensitive or confidential requests and inquiries.
- Demonstrated ability to establish and maintain cooperative, respectful, and equitable working relationships with a diverse group of coworkers, internal and external customers, chiefs, and superintendents; ability to deal with others with tact, diplomacy, and courtesy.
- Knowledge of payroll processing operations and associated legal requirements.
- Ability to learn software applications, including payroll and timekeeping software.

Desirable qualifications:

- Knowledge of King County Family and Medical Leave, Family and Medical Leave Act, and other HR leave statuses and general human resources processes and procedures.
- Experience working with union representatives, tracking grievance deadlines, and maintaining confidentiality.
- Familiarity and experience with King County policies and procedures.
- Experience with PeopleSoft, or similar payroll and time-keeping software.
- Experience with ORACLE EBS, or similar financial and procurement software.
- Experience with Asset Works, FleetFocus M5 (or equivalent) fleet management system.
- Experience with SharePoint.

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

Computer, computer-based phone system, headset, keyboard/mouse, laptop, monitors, general office supplies. The incumbent utilizes software programs including Office 365, MS Office, SharePoint, PeopleSoft, M5, M.S. Teams, County Based web sites, shared drives, Adobe, etc.

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 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
		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Work Pattern (continued)

This position works both in an office and industrial vehicle maintenance environment.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-10				Up to 5 sec./time, 1-2 min. total with 1-10 lbs. while lifting reams of copy paper, various office supplies, stacks of envelopes, box of supplies (1-5 lbs.), laptop, laptop bag, etc.



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting waist-shoulder		1-10				Up to 5 sec./time, 1 min. total with 1-10 lbs. while lifting various office supplies, stacks of envelopes, box of supplies (1-5 lbs.), laptop, laptop bag, etc.
Lifting above shoulder		1-2				Up to 5 sec./time, 30 sec total while placing removing binders on upper shelves.
Carry (Distance/Surface)		1-10 500'				Up to 200', 2-3 min./time, 4 min. total while transporting office supplies, laptop bag etc. When working in the office there is a cart available.
Pushing/Pulling (Distance/Surface)		1-6				Up to 3 sec./time, 10 sec. total while opening and closing drawers. Most doors in the office are button controlled. Rarely may use a cart with 1-3 lbs. of force up to 2 min./time, 4 min total.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2 hrs./time, 7 hrs. total on an office chair while performing computer work, performing data entry, scheduling and talking on the telephone. *Sit/stand workstations are available in the office.
Standing			X*			Up to 10 min./time, 1 hr. total while conversing with coworkers/employees, filing, copying, scanning, posting notices, etc. *Sit/stand workstations are available in the office and for home use.
Walking		X				On flat carpeted surfaces for distances of up to 200'/time, 5 min. total while walking within office/home office area. 1-2x/day may take a box of mail to the mail room, when working in the office.
Perform Work on Ladders	X					
Climbing Stairs		X				Up to one flight/time, 6 flights total in a shift when traversing the Vehicle Maintenance area.
Balancing						Up to 10 min./time 1 hr. total when traversing the vehicle maintenance area that may have vehicle fluids, power cords, maintenance pits, etc.
Stooping / Bending		X*				Up to 1-5 sec./time, 20 sec. total while accessing low shelves or cabinets in office, posting notices, etc. *Bending/stooping is not required and may be avoided by alternating with squatting or kneeling/using a chair.
Twisting at Neck		X				Up to 1-5 sec./time, 1 hr. total while looking between monitors, keyboard, desk surface, office supplies, coworkers, traversing maintenance shop, traversing the bus yard etc.
Twisting at Waist	X					Not required.



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	N	S	O	F	C	
Squatting / Kneeling		X*				Up to 1-5 sec./time, 20 sec. total while accessing low shelves or cabinets in office/home office. *Not required but it can be used as an alternate to bending or stooping as preferred.
Crawling	X					
Reach waist to shoulder					X	Up to 2 hrs./time, 6 hrs. total while operating the computer mouse, posting notices writing, utilizing computer-based communications systems with a headset.
Reach above shoulder		X	X*			Up to 5-10 sec./time, 30 sec total while placing removing binders on upper shelves, posting notices. *3-4x/year posts a large amount of notices, up to 30 sec./time, 1 hr. total. This includes stapling to a board over shoulder height.
Reach below waist		X				Up to 5 sec./time, 1 min. or less total with accessing lower drawers and shelves.
Keyboarding					X	Up to 1-7 min./time, 6 hrs. total in a shift.
Wrist Flexion/Extension		X				Up to 10 sec./time, 10 min total while loading paper in to copy machine, filing.
Handle/Grasp		X				Up to 1-5 min./time, 15 min. total in a work shift while manipulating laptop, packages, reams of paper, or various office supplies.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 1 hr./time, 7 hrs. total while performing computer duties, writing, filing, manipulating documents, posting notices, and operating a computer mouse.
Hand Controls					X	Up to 1-7 min. at a time for up to 6 hrs. total while using a computer mouse; including for web and cloud-based programs. Touch Screen telephone.
Foot Controls	X					
Repetitive Motion					X	Body Part: Hands Cycles/hr: 500+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking			X			Up to 5-10 min./time, 2.5 hrs. total while attending meetings, and conversing with co-workers about assignments.
Hearing				X		Up to 5 min./time, 5.5 hrs. total while attending meetings, using the phone and conversing with co-workers about assignments. Traversing bus yard, Vehicle Maintenance shop with moving machinery and tools.
Visual – Near Acuity					X	Computer screen, postings and documents.
Visual – Far Acuity			X			Bus yard, parking lot, vehicle maintenance shop.
Visual – Depth Perception			X			Bus yard, parking lot, vehicle maintenance shop.
Visual – Color Discrimination		X				Color discrimination may be helpful but not required in this position.
Visual – Accommodation			X			Bus yard, parking lot, vehicle maintenance shop.



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	N	S	O	F	C	
Visual – Field of Vision			X			Bus yard, parking lot, vehicle maintenance shop.
Exposure to Weather		X				Transit yard and parking lot.
Extreme Cold	X					
Extreme Hot		X				Traversing in the vehicle maintenance shop. Laminator.
Wet and / or Humidity		X				Traversing in the vehicle maintenance shop.
Proximity to Moving Mechanical Parts			X			Traversing bus yard, Vehicle Maintenance shop with moving machinery and tools.
Exposure to Explosives		X				Traversing vehicle maintenance shop.
Atmospheric Conditions		X				Traversing vehicle maintenance shop.
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals		X				Traversing vehicle maintenance shop.
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					Work is performed in an office. Seldom traversing vehicle maintenance shop.
Other:						

Analyst's Comments:

Possible Employer Modifications:



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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: 
Kyle Pletz, VRC, CDMS (Aug 15, 2022 10:51 PDT)

Update (if applicable):

Kyle Pletz, VRC, CDMS

Aug 15, 2022

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification: *Caitlin Keller*

Employee Verification: (optional)

Caitlin Keller

Aug 12, 2022

Name

Date

Name

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 Physican
- PCE Therapist
- OT / PT Therapist
- PEP Physician

KCJA Transit Administrative Support Specialist III 8-2-22

Final Audit Report

2022-08-15

Created:	2022-08-12
By:	Kyle Pletz, VRC, CDMS (kpletz@nim.vocmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeMbFpMR7Ct9mzd1rV80LrR2u8GSIh8fZ

"KCJA Transit Administrative Support Specialist III 8-2-22" History

-  Document created by Kyle Pletz, VRC, CDMS (kpletz@nim.vocmail.com)
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Signature Date: 2022-08-15 - 5:51:34 PM GMT - Time Source: server- IP address: 50.47.128.134
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