

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Health Information Management Clerk    **JOB CLASSIFICATION** Administrative Specialist II

**DOT TITLE** Administrative Assistant    **DOT NUMBER** 169.167-010

**DEPARTMENT** Public Health    **DIVISION** Jail Health Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 113

**CONTACT'S NAME & TITLE** LaDene Thomas, Public Health Administrative Support Supervisor

**CONTACT'S PHONE** 206-296-1085

**ADDRESS OF WORKSITE** 500 5<sup>th</sup> Avenue Seattle, WA 98104

**VRC NAME** Kyle Pletz    **DATE COMPLETED** 11/21/03

**DATE REVISED** 07/15/09

**WORK HOURS:** Varies – 24/7 program

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional and very rare on an emergency basis only.

## JOB DESCRIPTION

Provides a variety of technical clerical support service in a high volume medical practice within the King County Correctional facility.

## 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

This position requires repetitive movement such as document scanning and data entry; there is moderate lifting and bending. . This position requires transporting a 30-pound van bag throughout the facility. Must have knowledge of Access, Excel and MS Word applications. Applicants must successfully complete testing for these programs. Must have the ability to operate standard office equipment that may include typewriter, personal computer, mainframe terminal, copy machine, fax

machine, and multi line telephones. Must have organizational skills as well as demonstrated skill in good customer service via phone and in person. Must have initiative and accountability skills for work product or service. Must have skill in conducting research on a specific work assignment. Knowledge of general office principles and practices. Knowledge of standard office equipment that may include typewriter, personal computer, copier, fax machines, and multi-line telephone. Knowledge of proper English and grammar, usage as well as spelling. Employee must pass a thorough background investigation. Flexibility in work hours; evening, night and weekend shifts required.

## **ESSENTIAL FUNCTIONS**

1. Maintain electronic health record and data records.
2. Enter data in electronic health record and collect and organize documents for various provider clinics.
3. Scan and index documents into electronic health record.
4. Share phone reception responsibilities.
5. Operate and maintain office equipment.
6. Set up and coordinate appointment with outside providers.
7. Substitute for other Administrative Specialist II in full range of duties.
8. Review correspondence to determine action required.
9. Research and compile information for various projects.
10. Lift a van bag weighing up to 30 pounds and transporting it through the Jail up to the health clinic.
11. Other duties and special projects as assigned.
12. Provide specialized and/or technical program-specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person. Some employees may have to deal with sensitive and/or potentially volatile situations.
13. Establish, maintain, code, modify, track and/or retrieve information and compile data that may require information searches through files, contracts, records, microfilm, blueprints, maps or computer files, including spreadsheets and/or customized database applications; enter, obtain and/or verify information and make sure the appropriate disposition of evidence and/or exhibits follow established, clearly defined methods and guidelines.
14. Interview internal and/or external customers to establish program-specific documentation and/or identify services needed.
15. Perform light to moderate numerical calculations involving accounts payable, accounts receivable, cashiering, reconciling accounts, monitoring expenditures, preparing budgets, payroll and/or other applications.
16. Maintain, inventory, order, collect and distribute supplies and/or equipment.
17. Compose, draft, type and/or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures; may require machine transcription.

18. Process mail by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
19. May be assigned the orientation and/or training of co-workers.
20. May modify and update desk procedures that relate to assigned work.
21. May attend and take minutes at meetings.
22. May schedule meetings and maintain calendars for supervisor and/or organizational unit/program.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

None identified.

### **OTHER TOOLS & EQUIPMENT USED**

Files, van bag (bag of medical files that is transferred between jails) typewriter, personal computer, mainframe terminal, copy machine, scanner, fax machine, cart, various databases and multi line telephones.

### **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**

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

### **Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted, linoleum or cement surfaces for up to 1 minute at a time for up to 2 hours total in a work shift. Most commonly occurs while using the copy machine, filing and conversing with co-workers as well as waiting for security doors and elevators within the correctional facility.

### **Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on flat carpeted, linoleum or cement surfaces for distances of up to 50 feet for up to 30 seconds at a time for up to 4 hours total in a work shift. Most commonly occurs while obtaining and replacing files, delivering files to other floors within the correctional facility and delivering the van bag.

### **Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on an office chair for up to 20 minutes at a time for up to 4 hours total in a work shift. Most

commonly occurs while talking on the telephone, performing computer duties, scanning paperwork and looking up the locations of inmates.

**Climbing stairs**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time while climbing up to 2 flights for up to 2 minutes total in a work shift. Most commonly occurs while traversing between floors of the correctional facility. Elevators are available to avoid climbing stairs.

**Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a step stool to heights of 1 foot for up to 2 seconds at a time for up to 10 seconds total in a work shift. Most commonly occurs while using a step stool to obtain files on upper shelves.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a step stool to heights of 1 foot for up to 2 seconds at a time for up to 10 seconds total in a work shift. Most commonly occurs while using a step stool to obtain files on upper shelves.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while obtaining files on upper shelves.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while obtaining files on lower shelves.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while obtaining files on lower shelves.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while obtaining files on lower shelves.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while obtaining files on lower shelves.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 15 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs while obtaining files on upper shelves.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 10 minutes at a time for up to 3 hours total in a work shift while manipulating files and paperwork as well as when performing computer duties.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 seconds at a time for up to 3 minutes total in a work shift while obtaining files on lower shelves.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while obtaining files on lower shelves.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 2-5 pounds at knee to shoulder height while manipulating files on upper and lower shelves.

**Carrying 1-10- pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for distances of up to 50 feet for up to 30 seconds at a time for up to 3 hours total in a work shift. Most commonly occurs with weights of 2-5 pounds while obtaining and retrieving files from shelves as well as delivering files to various areas of the correctional facility.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs with weights of 11-20 pounds while manipulating a van bag or a stack of charts.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs with weights of up to 30 pounds while manipulating a van bag on and off of a cart.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 50 feet for up to 30 seconds at a time with a force of 1-6 pounds for up to 30 minutes total in a work shift while placing and removing files from shelves as well as using a cart to transport files and a van bag.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift while manipulating thick files, multiple files, telephone receiver and a van bag.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 seconds at a time for up to 10 minutes total in a work shift while using the computer mouse to look up files as well as use the hand crank on the rolling file system.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 15 minute at a time for up to 6 hours total in a work shift while performing computer duties, dialing the telephone and writing as well as manipulating files and documents.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time for up to 1 hour total in a work shift while conversing with co-workers, nurses and providers as well as when talking on the telephone.

**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 listening for potential dangers and ensuring security of facility as well as conversing with co-workers, nurses and providers as well as when talking on the telephone.

**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 looking for potential dangers within the facility.

**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 looking for potential dangers within the facility.

**ENVIRONMENTAL FACTORS**

Work is performed in a correctional facility setting with indirect interaction with felon and misdemeanor inmates. Worker is exposed to potentially violent, intoxicated, and hostile inmates. Worker can be exposed to bodily fluids and biohazards on an occasional basis. The noise level is quiet to very loud.

**The noise level is**

HCP Initials if Restricted

Approximately 50-100 decibels. The noise is caused by inmate confrontations. The noise in the correctional facility can echo and be loud as the walls and floors are cement.

\_\_\_\_\_

**Work environment may include the following exposure(s):**

HCP Initials if Restricted

Odors: Occasionally  
Dusts: Occasionally  
Moving mechanical parts: Occasionally

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POTENTIAL MODIFICATIONS TO JOB**

Workpace software to monitor keyboard and mouse activities.  
Flat screen monitor to increase work surface.  
A cart to reduce carrying.  
A headset can be used to promote proper posture while talking on the telephone.

### 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  
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