

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Administrative Specialist II

JOB CLASSIFICATION Administrative Specialist II

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 169.167-010

DOT TITLE Administrative Assistant

DEPARTMENT Public Health, Seattle-King County

DIVISION Prevention

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 1

CONTACT'S NAME & TITLE Scott Neal, Tobacco Prevention Program Manager

CONTACT'S PHONE 206-263-8197

ADDRESS OF WORKSITE

401 5th Ave, Suite 900
Seattle, WA 98104

VRC NAME Kyle Pletz

DATE COMPLETED 11/14/08

WORK HOURS

40 hours per week, 8 hours per day, Monday through Friday; 8:00am-5:00pm. 2 15-minute breaks and a 1-hour lunch break per day.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Never.

JOB DESCRIPTION

This position assists the Tobacco Prevention Program Manager and program staff to provide a variety of technical clerical support services such as providing specialized, technical or program-specific information; interviewing internal and external customers to establish services needed; establishing and maintaining data; and drafting and editing documents such as correspondence and contracts.

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

- Knowledge of general office principles and practices.
- Knowledge of Microsoft Office Software applications.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage and spelling.
- Knowledge of the operation of standard office equipment that may include personal computer, copier, fax machines and multi-line telephone.
- Efficient and accurate word processing skills.
- Excellent oral and written communications skills.
- Office and systems organizational skills, e.g. filing systems.
- Customer service skills - in person and via telephone (discretion, patience, etiquette, professionalism).
- Interpersonal and human relations skills, ability to work with a team.
- Skill in following oral and written instructions.
- Skill in prioritizing workload and adapting to changes in workload demands.
- Skill in providing training.
- Skill in maintaining confidentiality on sensitive matters.
- Skill in following through on assignments as directed.
- Initiative and accountability skills for work product or service.
- Transcription and dictation skills.

ESSENTIAL FUNCTIONS

1. Provide coverage for incoming calls to program and provide customer service support to program inquiries following proper policy and procedures. This may include answering inquiries and/or forwarding inquiries to the appropriate staff for follow up.
2. Maintain office supply inventory, which includes ordering supplies, routing RTP forms for approval, receiving and distributing supplies appropriately.
3. Provide general reception duties within the Tobacco Prevention Program and regular backup and coverage support for the division reception.
4. Attend program meetings, take accurate minutes, summarize and word process minutes for staff.
5. Assist program staff with various data entry requests utilizing databases.
6. Responsible for entering timesheet data for Tobacco Prevention Program staff and serve as a backup for other division payroll entry needs.
7. Work closely with program staff to establish protocols and processes for various programmatic needs.
8. Schedule meetings, book meeting rooms and maintain program calendars as needed.
9. May compose, draft, summarize, prepare, proofread, and/or edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language, specialized terminology, established procedures and/or county standards.
10. Process and distribute mail for program staff.
11. Create and maintain tracking logs for materials, office equipment and other tracking logs as needed.
12. Photocopy materials for meetings and staff; Supply staff with records and files as needed.

13. Assist staff of mailing projects, which may include printing and photocopying documents, folding/stuffing envelopes, adding postage to mailing documents and/or routing to appropriate department for mailing purposes.
14. Perform other administrative duties as assigned.

OTHER TOOLS & EQUIPMENT USED

Equipment used may include a computer, files, documents, binders, reference materials, archive boxes, multi-line telephone, printer, copy machine, fax machine, label maker, calculator, stapler, and hole punch. The incumbent utilizes software programs including Microsoft Windows and Office.

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

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat, carpeted, cement and linoleum surfaces for up to 5 minutes at a time for up to 25 minutes total in a work shift. Most commonly occurs while using the copy machine, printer, and fax machine as well as when, filing, sorting mail or speaking with customers or coworkers. The employee can alternate between sitting as needed as all stations are sit/stand work stations.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat carpeted, cement and linoleum surfaces for distances of up to 75-100 feet at a time for up to 5 minutes at a time for up to 20 minutes in a work shift. Most commonly occurs while walking within the facility between the workstation, conference rooms, cubicles, accounting services and storage room. The employee also walks when distributing mail.

Sitting

Health Care Provider initials if restricted _____

Frequently to continuously on an office chair for up to 1 hour at a time for up to 4-5 hours total in a work shift. Most commonly occurs while performing computer work and answering the telephone as well as conversing with clients. The employee can alternate between sitting as needed as all stations are sit/stand work stations.

Bending neck up

Health Care Provider initials if restricted _____

Rare for up to 30 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs while looking for items on upper shelves as well as when sitting down and speaking to clients at the front counter who are standing.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while reviewing documents and files, taking minutes during meetings, dialing the telephone and completing forms.

Bending/Stooping

Health Care Provider initials if restricted _____

Rare on flat carpeted and linoleum surfaces for up to 20 seconds at a time for up to 3 minutes total in a shift when retrieving supplies from low shelves or cabinets, adding paper to the copy machine, searching through low file drawers and filing. Bending/stooping may also be reduced by alternating with squatting, sitting or kneeling.

Kneeling

Health Care Provider initials if restricted _____

Rare on flat carpeted and linoleum surfaces for up to 20 seconds at a time for up to 3 minutes total in a shift when retrieving supplies from low shelves or cabinets, adding paper to the copy machine, searching through low file drawers and filing. Kneeling may also be reduced or avoided by alternating with squatting or bending/stooping.

Squatting

Health Care Provider initials if restricted _____

Rare on flat carpeted and linoleum surfaces for up to 20 seconds at a time for up to 3 minutes total in a shift when retrieving supplies from low shelves or cabinets, adding paper to the copy machine, searching through low file drawers and filing. Squatting may also be reduced by alternating with bending/stooping or kneeling.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare and on flat carpeted surfaces for up to 10 seconds at a time for up to 1-2 minutes total in a work shift while removing supplies and files out of high shelves, drawers and cabinets as well as reaching for objects on the front counter while seated.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently and highly repetitive for up to 1 hour at a time for up to 3-4 hours total in a work shift while typing, operating the computer mouse, manipulating documents, writing, operating copier and other office machines, placing and removing office supplies and files out of drawers and cabinets.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift while loading a ream of paper in to the copy machine as well as placing and removing files, charts and office supplies from cabinets and drawers.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rare on flat carpeted and linoleum surfaces for up to 20 seconds at a time for up to 3 minutes total in a shift when retrieving supplies from low shelves or cabinets, adding paper to the copy machine, searching through low file drawers and filing.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Rare for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-10 pounds while lifting paper for the photocopy machine, various office supplies, documents, files, mail, packages and binders.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 100 feet for up to 3 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 1-10 pounds while transporting office supplies, paper, plans, mail and packages. A cart is available and can be used to reduce carrying.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 2 minutes total in a work shift with a pushing/pulling force of 3-7 pounds. Most commonly occurs while opening and closing office doors and drawers as well as when using a cart. The employee also pushes and pulls when placing and removing binders and reference items off/on shelves.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 20 minutes total in a work shift while manipulating files, date stamping, opening mail, stocking supplies and using the telephone (a headset is available).

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift while using a touchpad or computer mouse.

Fingering

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while performing data entry, opening the mail, writing, taking minutes, completing forms, using a hand scanner, performing computer duties, dialing the telephone and operating a computer mouse/touchpad as well as manipulating files and documents.

Talking

Health Care Provider initials if restricted _____

Frequently for up to 5-10 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers about assignments, as well as providing customer service at the front desk and on the phone.

Hearing

Health Care Provider initials if restricted _____

Frequently for up to 5-10 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers about assignments, as well as providing customer service at the front desk and on the phone.

Seeing

Health Care Provider initials if restricted

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while reading documents and looking at computer screen while typing.

ENVIRONMENTAL FACTORS

Work is performed at a front desk and general office area in a public health facility in close proximity to other workers. Copy machine and telephone ringers are the loudest noises in the office. The worker frequently interacts with the general public.

The noise level is

Approximately 50-60 decibels. The noise is caused by office sounds and People talking.

HCP Initials if Restricted

Work environment may include the following exposure(s):

None.

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

Use a cart, chair or dolly to reduce carrying (this has already been provided).

Alternate kneeling, squatting, sitting on a step stool and bending/stooping in accordance with preference.

Utilize a sit/stand workstation.

Telephone headset to promote proper posture while talking on the phone as well as to reduce handling (this has already been provided).

Ergonomic chair to promote proper posture while performing desk and computer functions (this has already been provided).

Gloves to help keep hands warm.

Ergonomic keyboard for proper posture while typing.

Wishbone pen to reduce grip when writing (been provided).

Ergonomic keyboard with touchpad for proper posture when typing (has been provided).

Space heater to help maintain warm temperature.

Reduce use of top shelves for fling in order to reduce climbing and reaching above shoulder.

Ergonomic evaluation of workstation (has been completed).

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.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of contact

Signature of contact

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