

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Disease Intervention Specialist

**JOB CLASSIFICATION** Disease Intervention Specialist

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 168.167-018

**DOT TITLE** Health Officer, Field

**DEPARTMENT** Public Health-Seattle & King County **DIVISION** Prevention

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 33

**CONTACT'S NAME & TITLE** Health Services Administrator

**CONTACT'S PHONE** 206-263-8267

**ADDRESS OF WORKSITE**

401 5<sup>th</sup> Ave.  
Seattle, WA 981045

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 8/14/08

**VRC NAME** Jeff Casem

**DATE REVIEWED** 8/18/09

**WORK HOURS**

Monday through Friday 8:00am-5:00pm.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required based upon disease outbreaks, which are unpredictable.

**JOB DESCRIPTION**

Performs a broad scope of disease investigation and client interviewing, predominantly performed telephonically. Duties include counseling, education and assistance to targeted disease research and evaluation programs as well as performance of venipuncture to intervene in the spread of communicable and chronic diseases of public health importance.

**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 communicable disease etiology, manifestations, progression, diagnosis and treatment.
- Knowledge of medical and drug terminology laboratory testing procedures.
- Knowledge of field investigation, interviewing and counseling techniques and principles.
- Knowledge of personal safety techniques.
- Knowledge of confidentiality guidelines.
- Ability to understand and follow clinical protocols as they apply to the DIS position.
- Knowledge of computer operation or the ability to learn how to use a microcomputer.
- Communications skills (oral and written).
- Presentation skills.
- Analytical and investigative skills.
- Organizational and detail-oriented skills.
- Skill in working with diverse populations.
- Skill in working independently and handling a number of projects simultaneously.
- Skill in learning how to perform phlebotomy in nontraditional settings and environments.
- Skill in responding in a calm and diplomatic manner to unprovoked or erratic behavior patterns.
- Skill in working as a member of a multi-disciplinary team.
- Skill in working with and around blood-borne pathogens and infectious diseases.

### ***Licensing/Certification Requirements***

Washington Driver's License.

Certification in phlebotomy, training in blood-borne pathogens and/or Center for Disease Control/STD Disease Intervention Specialist course required after employment.

## **ESSENTIAL FUNCTIONS**

1. Maintain confidentiality of all records data and information as required by section, department or state regulation.
2. Interview and counsel clients who are at risk for or have communicable and/or chronic diseases and elicit the name of contacts and detailed information about the client's personal behavior.
3. Conduct field investigations to locate and contact infected or potentially infected clients.
4. Prepare, submit and maintain records for local, state and federal agencies as appropriate for individual sectional projects.
5. Conduct follow-up and referrals to ensure examination and treatment compliance for infected, exposed and at-risk individuals.
6. Assist with interdepartmental disease control efforts under the direction of a lead health care professional.
7. Review medical records to confirm appropriate diagnosis and treatment and/or for data collection.
8. Provide information to the public, educators and health care professionals about communicable and chronic diseases.
9. Perform phlebotomy for blood testing, as appropriate.
10. Educate clients about health risks and promote behavioral changes to reduce risks.

11. Interpret laboratory test and other diagnostic testing results and counsel clients on behavior change/maintenance or lifestyle change actions that need to be initiated.
12. Understand and follow clinical protocols as they apply to the DIS position
13. Ensure accuracy, completeness and audit capabilities of data for control and evaluation.
14. Consult with other health department laboratories, hospitals and health care providers regarding disease-related issues. Provide information about disease management, diagnostic and treatment guidelines and techniques for counseling.
15. Assist in the design and maintenance of databases and/or study tools appropriate to sectional and programmatic needs.
16. Maintain detailed records regarding interactions with patients.

### **NON-ESSENTIAL FUNCTIONS**

Driving.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves& mask.

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

Hypodermic needle, blood draw kit, specimen collections containers including blood collection tubes and stool specimen containers, computer, multi line telephone, telephone headset, fax machine, copy machine, files and charts.

### **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 surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, conversing with coworkers and collecting/obtaining a specimen in the field.

### **Walking**

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

Occasionally on flat carpeted surfaces for distances of up to 100-200 feet at a time for up to 10 minutes total in a work shift. Most commonly occurs while traversing within the office; between conference

rooms. On a rare occasion the employee may need to work in the field which would potentially include walking on concrete or other surfaces.

**Sitting**

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

Continuously on an office chair and conference room chairs for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while using the computer, reviewing files and talking on the telephone when conducting investigations.

**Bending neck up**

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

Rarely for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while looking for supplies or files on upper shelves.

**Bending neck down**

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

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while reviewing the notes of a case as well as composing notes while talking on the telephone.

**Bending/Stooping**

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

Rarely for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while reaching for files or supplies on lower shelves. Bending/stooping may be reduced by alternating with squatting or kneeling as well as performing tasks while seated in an office chair.

**Kneeling**

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

Rarely for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while reaching for files or supplies on lower shelves. Kneeling can be reduced by alternating with bending/stooping or squatting as well as performing tasks while seated in an office chair.

**Squatting**

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

Rarely for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while reaching for files or supplies on lower shelves. Squatting can be reduced by alternating with bending/stooping or kneeling as well as performing tasks while seated in an office chair.

**Operating Controls with Feet**

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

Rarely for up to 1.5 hours at a time for up to 3 hours total in a work shift while driving a County vehicle, on a rare occasion, throughout King County to areas including North Bend, Federal Way, Lake Forest Park or and Vashon Island.

**Reaching above shoulder height**

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

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift while reaching for supplies and files on upper shelves.

**Reaching at waist to shoulder height**

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

Frequently & highly repetitive for up to 20 minutes at a time for up to 4 hours total in a work shift while using a computer, writing notes, reviewing files and driving a County vehicle.

**Reaching at knee to waist height**

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

Rarely for up to 20 seconds at a time for up to 2 minutes total in a work shift while reaching for files and supplies on lower shelves.

**Reaching at floor to knee height**

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

Rarely for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while reaching for files or supplies on lower shelves.

**Lifting 1-10 pounds**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 5 pounds while manipulating files, blood draw kit and a ream of paper.

**Carrying 1-10 pounds**

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

Rarely for distances of up to 100 feet for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 5 pounds while transporting files, blood draw kit, specimen collection kits/cooler/container, supplies or a ream of paper.

**Pushing and Pulling**

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

Rarely for up to 10 seconds at a time with a force of 2-5 pounds for up to 2 minutes total in a work shift while opening and closing doors and drawers.

**Handling**

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

Rarely for up to 1 minute at a time for up to 3 minutes total in a work shift while manipulating files, holding the telephone receiver and opening/closing doors. On a rare occasion the employee may need to drive a County vehicle (on a rare occasion). A telephone headset is available to avoid extended durations of holding the telephone receiver.

**Operating Controls with Hands**

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

Frequently for up to 1.5 hours at a time for up to 3 hours total in a work shift while using the computer mouse, operating a County vehicle or performing a blood draw on a rare occasion.

**Fingering**

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

Frequently for up to 1 hour at a time for up to 5 hours total in a work shift while typing, performing data entry, writing, manipulating documents/files and dialing the telephone.

**Talking**

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

Frequently for up to 45 minutes hours at a time for up to 4.5 hours total in a work shift while talking on the phone, attending meetings, conducting interviews and interacting with coworkers.

**Hearing**

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

Frequently to Continuously & Highly Repetitive for up to 1.5 hours at a time for up to 5-6 hours total in a work shift while performing telephonic investigations.

**Seeing**

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

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while using a computer, taking notes, filing and reviewing files.

**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 addressing potential disease outbreaks and conducting disease investigation interviews.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting 99% of the time and approximately 1% in the field performing investigations and blood draws. The employee has the potential for exposure to blood-borne pathogens as well as infectious and communicable diseases. The employee also interacts with general public (mostly telephonically but can be in person when meeting in the field but this is rare, typically 1-2 times per year).

**The noise level is**

Approximately 40-50 decibels. The noise is caused by telephone ringers, general office sounds.

HCP Initials if Restricted

\_\_\_\_\_

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

Outside weather: Rarely

Moving mechanical parts: Rare

Other: Potential exposure to blood borne pathogens and infectious diseases

HCP Initials if Restricted

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

**POTENTIAL MODIFICATIONS TO JOB**

Telephone headset to reduce handing.

An ergonomic evaluation has been completed.

An ergonomic chair for extended sitting durations.

Employee can alternate work tasks to reduce prolonged repetitive or static activities.

### 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, BA, VRC, Vocational Consultant  
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