



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Personal Health Services Supervisor		
Department:	Public Health	Division:	Community and Health Services
DOT Title:	Nurse, Supervisor, Community-Health Nursing	DOT #:	075.127-026
SVP:	7	Requestor:	Teresa Fager
Worksite Address:	14350 SE Eastgate Way Bellevue, WA 98007	Office Contact Name/ Phone/ Email:	Drucilla Van Avermaete 206-477-8126 drucilla.vanavermaete@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 1/3/18
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Perform direct supervision of the work of professional, paraprofessional and support staff assigned to health care services programs. Responsibilities include planning, implementing and evaluating personal health services programs, supervising the work of staff in a variety of job classifications, and working on multiple projects at various locations. The incumbents in this classification also select new staff, ensure skills development, and oversee the maintenance of and compliance with applicable professional standards and regulations.

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.

1. Supervise assigned staff including evaluating, counseling and disciplining.
2. Oversee the delivery of all health services to clients at assigned work locations.
3. Identify resources and allocate staff to meet personal health services program needs.
4. Participate in planning, implementing and evaluating personal health services programs.
5. Participate in strategic planning and quality improvement efforts of the department, including the community health planning process.
6. Evaluate, implement and monitor quality assurance standards to ensure compliance with laws, regulations, policies and procedures.
7. Oversee the planning and coordinating of training and orientation programs to meet staff needs and facilitate staff development.
8. Manage the hiring process for assigned staff.



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9. Participate in budget development process and monitor budget for assigned work unit.
10. Work collaboratively with the community in developing, evaluating and implementing short- and long-range Seattle/King County Department of Public Health goals and objectives.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Knowledge of professional nursing and of health care maintenance
Knowledge of infectious disease management, control and safety standards
Knowledge of law regarding nursing and other health-care disciplines
Knowledge of occupational health and safety hazards and epidemiology
Knowledge of supervisory and management techniques and principles
Knowledge of public health practices and principles
Knowledge of interviewing techniques and principles
Knowledge of budgeting techniques and principles
Knowledge of policy analysis and development process
Knowledge of program development and evaluation techniques and principles
Knowledge of Quality Assurance/Quality Control (QA/QC) standards
Knowledge of continuous improvement techniques and principles
Knowledge of and skill in group process and group facilitation
Knowledge of and skill in team development and team building
Communications skills (oral and written)
Leadership, problem-solving and conflict resolution skills
Analytical, organizational and time management skills
Skill in using a computer and work-related software
Skills in establishing work priorities and handling a number of projects simultaneously
Skill in initiating appropriate emergency response
Skill in establishing and maintaining working relationships and working with diverse populations and cultures
Skill in facilitating change

NECESSARY SPECIAL QUALIFICATIONS:

Washington State license as a Registered Nurse and bachelor's degree in nursing science from a school of nursing accredited by the National League of Nursing
Advanced training in nursing administration or public health
Washington State Driver's License or the ability to provide transportation to work locations with limited or no public transportation may be required for some positions.
Passing security clearance and/or background check

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

Computer, phone, syringes, tongs, various gloves, EKG machine, spirometer, carts, measuring board, sharps containers, step ladder, blood pressure cuff, pen/pencil and immunization supplies (alcohol pads, band aids, cotton pads etc.). Various databases including Epic.



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

Work Pattern (continued)

This job is considered LIGHT by the US Department of Labor.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-10 15*				Up to 1 min./time, 15 min. total while manipulating laptop (5 lbs.), EKG machine (1-2 lbs.), blood pressure cuff (1 lb.), ream of paper (5 lbs.), sharps box (10 lbs.),etc. *4-5x/year lift emergency kits (15 lbs.) up to 30 sec./time, 2 min. total.
Lifting waist–shoulder		1-10 15*				Up to 1 min./time, 15 min. total while manipulating laptop (5 lbs.), EKG machine (1-2 lbs.), blood pressure cuff (1 lb.), ream of paper (5 lbs.), sharps box (10 lbs.),etc. *4-5x/year lift emergency kits (15 lbs.) up to 30 sec./time, 2 min. total.
Lifting above shoulder		1-5				Up to 10 sec./time, 1 min. total while manipulating items on upper shelves such as dispensary meds, reference materials, binders etc.
Carry (Distance/Surface)		1-10 5*				Up to 1 min./time, 5 min. total while moving binders, notepads, bag (5 lbs.), ream of paper (5 lbs.), EKG machine (1-2 lbs.), spirometer, measuring board, blood pressure cuff (1 lb.), ream of paper, sharps box (10 lbs.),etc. *Rarely when attending meetings (approximately 2-3x/mo., carry bag (5 lbs.) 5-7 min./time, 20-30 min./total while attending meetings off site; this may include stairs and inclines.
Pushing/Pulling (Distance/Surface)		1-10				Up to 10 sec./time, 2 min total while opening doors and drawers.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 30-45 min./time, 6 hrs. total, on an office chair, while performing computer and attending meetings. Rarely perform triage duties. *Could alt. sit/stand on most occasions if a sit/stand workstation was present.
Standing		X*				Up to 10 min./time, 45 min. total while conversing with coworkers, providers and patients. *Could alt. sit/stand on most occasions if a sit/stand workstation was present.
Walking			X*			Up to 150'/time, on flat linoleum/carpeted surfaces, 1.5 hrs. total while traversing within the clinic. * Rarely, approximately 2-3x/mo., carry bag (5 lbs.) 5-7 min./time, 20-30 min. total while attending meetings off site; this may include traversing stairs and inclines.
Perform Work on Ladders		X				Rarely use a step ladder (up to 2 steps) approximately 1x/mo. Or librarian's stool (1 step) 3-4x/week.
Climbing	X					
Balancing		X				Rarely on wet floor after spills or cleaning.
Stooping / Bending		X*				Up to 10 sec./time, 30 sec. total while obtaining objects from low shelves and drawers. *Can alternate with squat/kneel as needed.
Twisting at Neck		X				Up to 30 sec./time, 5 min./total while rarely taking blood pressure; interacting with other persons.
Twisting at Waist	X					Not required. Can move feet to avoid twisting.
Squatting / Kneeling		X*				Up to 10 sec./time, 30 sec. total while obtaining objects from low shelves and drawers. *Can alternate with bend/stoop as needed.
Crawling	X					
Reach waist to shoulder				X		Up to 1 min./time, 4 hrs. total while manipulating documents, reference materials, blood pressure cuff, keys, telephone etc.
Reach above shoulder		X				Up to 10 sec./time, 1 min. total while manipulating items on upper shelves, dispensary meds, reference materials, binders etc. on upper shelves.
Reach below waist		X				Up to 10 sec./time, 1 min. total while obtaining objects from low shelves and drawers.
Keyboarding			X			Up to 1-2 min./time, 2.5 hrs. total while performing computer duties.
Wrist Flexion/Extension	X					
Handle/Grasp		X				Up to 1 min./time, 15 min. total while taking vitals and manipulating a work bag.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 1 hr./time, 6 hrs. total while performing computer duties, taking vitals, writing, manipulating documents, handling sharps and utilizing multiple keys.
Hand Controls			X			Up to 2 min./time, 2.5 hrs. total while completing vitals and using a computer mouse.

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Physical Demands	Frequency					Activity Description			
	N	S	O	F	C				
Foot Controls		X				Rarely for wastebasket or sink controls.			
Repetitive Motion			X			Body Part:	fingers	Cycles/hr:	200+
Vibratory Tasks – High	X								
Vibratory Tasks – Low	X								
Talking					X	Up to 10 min./time, 6 hrs. total while when conversing with coworkers, superiors, staff, patients and providers; in person or on the phone.			
Hearing					X	Up to 2.5 hrs./time, 8 hrs. total while working in a public health clinic that has patients that may have behavioral or mental health issues. Listens for telephone, coworkers and patients.			
Visual – Near Acuity					X	Computer screen and documents that may have small print.			
Visual – Far Acuity		X				Persons within clinic.			
Visual – Depth Perception		X				Handling sharps.			
Visual – Color Discrimination		X				Reading lab tests (dip sticks); performing visual inspections (such as skin inspection). Color vision is required.			
Visual – Accommodation		X				Between computer screen, coworkers, superiors and staff.			
Visual – Field of Vision			X			Interacting with who may have patients that may have behavioral or mental health issues. Identifying safety issues.			
Exposure to Weather		X				Traversing to/from meetings.			
Extreme Cold		X				Ice packs or items in fridges. Liquid nitrogen.			
Extreme Hot	X								
Wet and / or Humidity	X								
Proximity to Moving Mechanical Parts		X				Moving vehicles when attending meetings.			
Exposure to Explosives		X				Liquid nitrogen, oxygen tanks.			
Atmospheric Conditions	X								
Exposed Heights	X								
Exposure to Electricity	X								
Exposure to Toxic /Caustic Chemicals		X				Silver Nitrate; toxic waste containers.			
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					May have screaming patients.			
Other:		X				Employee is exposed to biohazards when handling sharps.			



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Analyst's Comments:

The worker has as an ergonomic workstation setup and chair, provided via a prior accomodation. The keyboard tray remains adjusted to the proper height with a proper negative keyboard angle. The dual monitors remain adjusted to the proper height. The Ergonomic chair still fits the worker, but is showing signs of wear after may years of use.

Possible Employer Modifications:

A sit/stand workstaion would allow the employee to alternate sitting and standing as needed.

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

Vocational Consultant

Update (if applicable):

Vocational Consultant

Employer Verification:

Name

Date

Employee Verification: (optional)

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 Physician ☐ PCE Therapist ☐ OT / PT Therapist ☐ PEP Physician