

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

<http://www.kingcounty.gov/employees/HumanResources/SafetyClaims/JobAnalysis/analyses.aspx>

Physical Required: General physical, diabetes, BP, Vision and Back strength and Lifting

PATIENT NAME: \_\_\_\_\_

JOB TITLE: LAN Administrator - Senior

DEPARTMENT: Adult and Juvenile Detention

WORK SCHEDULE: 40/week Overtime Occasional.

JOB DESCRIPTION: The responsibilities of this advanced, senior level classification include designing, developing and maintaining Local Area Networks (LANs) and a wide variety of systems that are very technical and complex. Primary responsibilities for this classification are network design, optimizing systems performance, and business coordination. Senior LAN Administrators determine major changes, upgrades and designs for assigned LANs. This classification is ultimately responsible for resolution of the work area's LAN connectivity problems. Senior LAN Administrators routinely serve as technical and/or project leads, and in some locations, may be ongoing leads of same or subordinate level staff. In addition, many positions in this classification also have as a primary responsibility a broad range of related work area IT systems, including systems unique to the work area. May need to work in a facility alone (RJC) or with other IT staff (KCCF), depending on location.

WORK ENVIRONMENT: Office/Detention Facility

ESSENTIAL FUNCTIONS: Serve as a Senior LAN Administrator to identify, design, implement and plan network, hardware and software needs. Design networks, optimize LAN performance and resolve connectivity issues, including LAN/WAN connectivity issues; refer router configuration concerns to central IT. Develop server configuration standards for assigned servers. Oversee or coordinate contact with other groups and outside agencies to provide IT services; oversee on-going or major consultant contracts for IT services. Purchase and install hardware and software on multiple computers in facility in accordance with County standards. Coordinate LAN design with central IT. Train/advise other technical staff; act as coordinator or lead on specific projects. Assure compliance with County IT policies; analyze impact of County policy changes on IT operations. Resolve problems for end users locally and remotely within facility; maintain end user hardware and software; may direct others in supporting end users. *Responsibilities may include any of the following, based on work location:* May manage multiple platforms and operating systems. May formulate work area's IT policies and procedures. May provide additional related services based on work area's needs, such as databases, websites, applications, and specialty or unique systems. May participate in inter-agency or inter-departmental coordination, planning and troubleshooting, and providing technical assistance to other departments. May be an ongoing lead in some work areas. May participate in a team approach rather than being assigned responsibility for specific LANs and locations. May be called upon to provide support for service issues or failures at any time. The employee rotates on call for 14 days approximately every 8 weeks.

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level 40-90 DBL
- Other \_\_\_\_\_

Special Requirements:

- CDL
- Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 2.5 hours
Walking <input type="checkbox"/> uneven terrain	1 – 3 hours
Sitting	2.5 – 6 hours
Climbing stairs	5 min – 20 min
Climbing <u>ladder</u>	0 – 5 minutes
Balancing	0
Bending/Stooping	1 – 4 hours
Kneeling	0 -1 hour
Crouching	0 – 30 minutes
Crawling	0
Foot controls	0 – 1.5 hours
Reaching above shoulders	0 – 5 minutes
Reaching waist-shoulder	2.5 – 7 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	5 – 45 minutes
Reaching floor-knee	5 – 45 minutes
Lifting/Carrying 1-10#	30 min – 1.5 hour
Lifting/Carrying 11-20#	5 min- 30 min
Lifting/Carrying 21-50#	0 – 20 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	30 min – 4 hours
Hand Controls	30 min – 4 hours
Fingering <input checked="" type="checkbox"/> keyboarding	30 min – 4 hours
Vision to assure safety of others	6 – 8 hours
Hearing to assure safety of others	6 – 8 hours
Push/Pull up to 15#	5 min – 3 hours

I have reviewed the following Job Analysis for the above-named candidate.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date