

JOB TITLE: Project/Program Manager II  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #: 199.167-022  
CLAIM #



## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Project/Program Manager II

**JOB CLASSIFICATION** Project/Program Manager II

**DOT TITLE** Environmental Analyst

**DOT NUMBER** 199.167-022

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Solid Waste

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 8

**JOB STATUS**

Full Time, Career Service.

**ADDRESS OF WORKSITE**

201 South Jackson  
Seattle, WA 98115

**CONTACT'S NAME** Lauren Cole

**CONTACT'S PHONE** 206-296-43563

**EMPLOYER JOB TITLE** Program Analyst

**DATE COMPLETED** 10/28/03

**VRC NAME** Jeff Casem

**DATE REVISED** 05/13/09

**WORK HOURS**

40 hours per week; 8:00am - 5:00pm Monday - Friday.

**OVERTIME**

Optional, Rare.

Fair Labor Standards Act, Non-Exempt (hourly).

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### **JOB DESCRIPTION**

Plans, develops, implements, and evaluates residential waste reduction and recycling programs for solid and hazardous waste. Designs and implements household hazardous waste education programs, promotes residential recycling programs and assists with the implementation of organic waste programs.

### **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 judgement.
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**

Four years of work experience demonstrating the ability to perform the essential functions of the job. A bachelor's degree in urban planning, business administration, public administration or a field related to the environment (although additional work experience may be substituted for education). Must have knowledge of local recycling systems and waste reduction programs as well as hazardous waste management technologies and processes. Must have the ability to communicate effectively in orally and in writing, as well as effectively prioritize projects, meet deadlines, and adjust workload to meet unexpected demands. Must have knowledge of research methods, other relevant agencies and systems, negotiation principles, project cost accounting principles, project management principles, and general government principles and procedures. Must possess basic quantitative skills, written and oral communications skills, analytical and problem-solving skills, and budget development and monitoring skills. Must possess skills in gathering, manipulating and using data utilizing a computer and other tools, and working effectively as a team member to coordinate accomplishment of specific tasks.

### **ESSENTIAL FUNCTIONS Listed in order of importance**

1. Works with the Recycling and Environmental Services Section of the Solid Waste Division to implement education and/or collection programs related to waste reduction and recycling of solid wastes and household hazardous wastes.
2. Coordinates effectively with other agencies of a multi-jurisdictional regional hazardous waste management program to plan and implements programs.
3. Researches, analyzes and prepares recommendations for program and policy decisions.

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4. Gathers, tracks, analyzes and reports data to evaluate the success of programs.
5. Develops project budgets and work plans for projects.
6. Prepares reports, letters, and memos, and communicates program goals and issues both orally and in writing.
7. Manages consultant contracts, budgets and scopes of work.
8. Assumes other program responsibilities as assigned.
9. Responds to inquiries about procedures, processes and relevant regulations and laws.
10. Functions effectively as a part of a self directed work team.

#### **NON-ESSENTIAL FUNCTIONS**

Drive a County vehicle to various committee meetings at other County Locations.

#### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

County vehicle, computer, presentation materials, display folders, telephone, fax machine, copy machine, printer, stapler, hole punch, files, documents, notebooks, binders, pen, pencil, overhead projector and PowerPoint projector.

#### **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

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

#### **This job is classified as**

Sedentary

#### **Standing**

Occasionally on flat cement, carpeted or linoleum surfaces for up to 20 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while using the copy machine, performing presentations and conversing with co-workers.

#### **Walking**

Occasionally on flat cement, carpeted or linoleum surfaces for distances of up to 300 feet for up to 5 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while walking between within the office; between work station and copy rooms. On a rare the employee may need to travel between various King County buildings and parking garages in order to attend meetings.

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**Sitting**

Continuously on an office chair for up to 2.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while performing computer work, talking on the telephone and reviewing documents.

**Bending/Stooping**

Occasionally on flat carpeted or linoleum surfaces for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while reaching for files in boxes or in lower drawers as well as entering and exiting a County vehicle.

**Crouching**

Rare on flat carpeted or linoleum surfaces for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while sifting through boxes of files as well as removing and placing objects such as a PowerPoint projector on a cart.

**Operating Controls with Feet**

Rare for up to 45 minutes at a time for up to 1.5 hours total in a work shift while driving a County vehicle to various locations throughout King County for meetings.

**Reaching above shoulder height**

Occasionally for up to 10 seconds at a time for up to 3 minutes total in a work shift while removing or placing items on upper shelves as well as writing on a whiteboard or pointing to graphs during presentations.

**Reaching at waist to shoulder height**

Frequently for up to 2.5 hours at a time for up to 5 hours total in a work shift while typing, using the computer mouse, writing and manipulating documents.

**Reaching at knee to waist height**

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while opening and closing desk drawers as well as placing and removing objects in drawers.

**Reaching at floor to knee height**

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while manipulating files and documents that may be in low drawers or in boxes.

**Lifting 1-10 pounds**

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 4-7 pounds while manipulating large files, documents, display folders and binders.

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**Carrying 1-10- pounds**

Occasionally for distances of up to 4 blocks for up to 5 minutes at a time for up to 35 minutes total in a work shift. Most commonly occurs with weights of 4-7 pounds while carrying files, documents, brochures, display folders and binders between various King County buildings and parking garages.

**Lifting 11-20 pounds**

Rare for up to 5 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 12-17 pounds while manipulating presentation materials such as a PowerPoint projector.

**Pushing and Pulling**

Occasionally for distances of up to 15 minutes at a time with a force of up to 10 pounds for up to 35 minutes total in a work shift while transporting files, presentation materials, brochures and documents on a cart between various County buildings.

**Handling**

Occasionally for up to 15 minutes at a time for up to 45 minutes total in a work shift while transporting files, presentation materials, brochures and documents on a cart between various County buildings.

**Operating Controls with Hands**

Occasionally for up to 45 minutes at a time for up to 2.25 hours total in a work shift while using the computer mouse (trackball) and driving a County vehicle.

**Fingering**

Frequently for up to 30 minutes at a time for up to 5 hours total in a work shift while typing, writing and manipulating documents and files.

**Talking**

Frequently for up to 1 hour at a time for up to 4.5 hours in a work shift while giving presentations, talking on the telephone and conversing with co-workers.

**Hearing**

Continuously for up to 2.5 hours at a time for up to 5 hours in a work shift while giving presentations, talking on the telephone and conversing with co-workers.

**Near acuity—clarity of vision at 20 inches or less**

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while reading documents and performing computer duties.

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**Far acuity—clarity of vision at 20 feet or more**

Continuously for up to 45 minutes at a time for up to 1.5 hours total in a work shift while participating in meetings and presentations as well as driving a County vehicle.

**Depth perception—three dimensional vision**

Continuously for up to 45 minutes at a time for up to 1.5 hours total in a work shift while participating in meetings and presentations as well as driving a County vehicle.

**Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point**

Continuously for up to 45 minutes at a time for up to 1.5 hours total in a work shift while participating in meetings and presentations as well as driving a County vehicle.

**TEMPERAMENTS**

Directing, controlling, or planning activities of others: Frequently  
Performing repetitive or short-cycle work: Continuously-Frequently  
Influencing people in their opinions, attitudes, and judgments: Occasionally  
Performing a variety of duties: Frequently  
Expressing personal feelings: Frequently  
Working alone or apart in physical isolation from others: Occasionally  
Working effectively under stress: Occasionally  
Attaining precise set limits, tolerances, and standards: Rare-Occasionally  
Working under specific instructions: Occasionally  
Working with others: Frequently  
Making judgments and decisions: Frequently

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting with several cubicles. The worker may attend meetings in various King County locations. The noise level is quiet.

**Workers are exposed to**

Outside weather: Occasionally  
Moving Mechanical Parts: Occasionally  
Vibration: Occasionally

**POTENTIAL MODIFICATIONS TO JOB :**

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Signature & title of evaluator

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Date

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Signature & title of contact

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Date

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Signature & title of employee

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Date

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### HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. 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