



**Disability Services  
Safety and Claims Management**  
Department of Executive Services  
Human Resources Management Division  
P.O. Box 80283  
Seattle, WA 98108  
(206) 205-8575  
(206) 296-0514 FAX

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Project/Program Manager III – Snoqualmie/SF Skykomish Basin Steward		
Department:	DNRP	Division:	WLRD
DOT Title:	Program Manager	DOT #:	189.167-030
SVP:	8	Requestor:	
Worksite Address:	33600 6 <sup>th</sup> Ave, Ste 109 Federal Way, WA 98003	Office Contact Name/ Phone/ Email:	Janne Kaje (206) 477-4078 Janne.kaje@kingcounty.gov
Original Analyst:	Jennifer Kabacy, CDMS	Analysis Date:	06/24/2017
Update Analyst:		Update Date:	

☐ On-Site    ☒ Interview    ☐ Representative

### JOB DUTIES:

This position involves identifying opportunities to protect and revegetate portions of the riparian corridor and implement habitat improvement projects along the Snoqualmie and South Fork Skykomish Rivers and associated tributaries. Projects include salmon recovery and conservation, identifying and purchasing land for conservation, implementing recovery and conservation projects, grant writing, and communicating with organizations, government officials, and citizens to implement projects. Up to 80% of this position involves management/coordination activities in an office environment, and 20% involves working in the field (outdoors/landowner and agency meetings). Outdoor duties involve walking over uneven terrain, exposure to weather conditions, and the potential for unexpected conditions.

### 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.

Job Specific Requirements:

- Plan and implement restoration and acquisition projects in the Snoqualmie and South Fork Skykomish basins to benefit salmon and restore watershed processes.  
Identify funding sources and write grants for acquisition, large and small capital improvement projects, revegetation, and other activities.
- Track grant progress; regularly report to grant agencies; close out grants.
- Manage complex budgets from multiple funding sources. Work with interdisciplinary teams to prioritize projects in the basin and develop funding strategy to implement projects.
- Server as the client on habitat improvement and acquisition projects to balance needs of basin with funding opportunities.
- Work with educational partners to inform landowners about aquatic resources of the Snoqualmie and SF Skykomish Rivers.



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- Coordinate technical staff and lead evaluations of site conditions, review of site proposals, and determination of appropriate types and levels of mitigation.
- Create outreach materials, including written documents and web resources, to communicate about tools and programs that are available to landowners so that investments in riparian revegetation can be sustained through stewardship plans.
- Work with interdisciplinary team to develop outreach plans to implement projects. Involves meeting one-on-one with landowners and community meetings with agencies, Tribes, community groups, advocacy groups and landowners. Assist in the development of media releases.
- Manage and track stream and river restoration projects in the watershed.
- Manage consultant contracts and work orders for project design and construction of revegetation and other habitat improvement projects.
- Work with landowners to communicate salmon recovery and watershed health goals and step necessary to achieve those goals.

• **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

• **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in natural, physical, or environmental sciences, or related field or an equivalent combination of education and experience which would provide the knowledge, skills and abilities to perform the duties as described.
- Five years progressively responsible program and/or project management work experience in natural resources management, including three years' experience in stream, wetland, and riparian protection and restoration.
- Demonstrated field skills in evaluating watershed, river, stream, wetland, and riparian area functions and characteristics, and knowledge of riparian revegetation approaches in urban and rural environments.
- Demonstrated knowledge of the role of riparian vegetation in sustaining healthy salmon populations.
- Demonstrated knowledge of critical area regulations and permitting requirements, and understanding of state, federal, and local agencies pertaining to revegetation, and knowledge of mitigation process.
- Ability to communicate a compelling and inspired vision to align and prioritize work efforts and coordinate communication among partners. Must have experience in public outreach and education.
- Demonstrated ability to work through complex political situations effectively and anticipate potential difficulties. Demonstrated ability to negotiate skillfully in difficult situations with both internal and external groups and ability to see conflicts as an opportunity to find common ground and cooperation.
- Demonstrated ability to exercise initiative and decision-making while working independently as well as within multidisciplinary team situations.
- Demonstrated ability to successfully manage a complex work program, including coordination of multiple projects and tasks with differing timelines.
- Demonstrated ability to grasp the processes necessary to complete work assignments, simplify complex processes, and see opportunities for synergy and integration.
- Demonstrated understanding of cross-cultural sensitivity and equity and social justice principles.
- High level proficiency in Microsoft Office software, including Microsoft Outlook, Word, Excel, and PowerPoint. Basic understanding of Geographic Information Systems (GIS).
- Must be able to perform and have experience relevant to all primary job functions.

**DESIRABLE QUALIFICATIONS:**

- None

**NECESSARY SPECIAL QUALIFICATIONS:**

- None



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### COGNITIVE DEMANDS (per worker/employer interview)

- Must be able to concentrate, focus, and have attention to detail.
- Must be able to independently problem-solve, and demonstrate resourcefulness in implementing and managing projects.
- Must be able to communicate effectively with a wide range of people, both in writing and verbally.
- Must respond to job assignments with a sense of urgency.
- Must be able to handle conflict with diplomacy in dealing with government officials, organizations, and private citizens.
- Must be able to meet deadlines and juggle multiple tasks and projects.
- Must have excellent reading and writing skills.
- Must be able to motivate and direct the work of others.

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

- Computer, telephone, clerical supplies, personal gear, and clothing to be outdoors in the elements, backpack.

## PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
<b>Work Pattern (continued)</b>		FLSA Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No

- Breaks; OT; seasonal schedule change

Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist						Not a requirement of this position.
<b>Lifting</b> waist–shoulder		20	10	0-10		Between waist and shoulder level, to handle clerical supplies. Minimal field equipment is carried in a backpack, weighing 10-20 lbs. on a seldom basis, up to 1/2 mile.
<b>Lifting</b> above shoulder						Not a requirement of this position.



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Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
<b>Carry</b> (Distance/Surface)		20	10	0-10		Between waist and shoulder level, to handle clerical supplies. Minimal field equipment is carried in a backpack, weighing 10-20 lbs. on a seldom basis, up to 1/2 mile.
<b>Pushing/Pulling</b> (Distance/Surface)			10	0-10		Doors, drawers, etc.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X	In office environment at computer work station, and when driving to field assignments (driving time is up to 1 hour 15 minutes at a time, 3 hours total per day).
Standing		X				Combined standing/walking is up to 20% of the time, when in the field. Walking is up to 1/2 mile at a time, and can occur on rugged terrain.
Walking		X				Combined standing/walking is up to 20% of the time, when in the field. Walking is up to 1/2 mile at a time, and can occur on rugged terrain.
Perform Work on Ladders	X					Not a requirement of this position.
Climbing		X				At worker's discretion, can use elevator or stairs in office environment. On a seldom basis, may climb stairs to meetings in same building with colleagues.
Balancing		X				Within normal limits, to stand/walk, seldom on uneven terrain.
Stooping / Bending		X				To pick up dropped items, reach into low drawers, etc.
Twisting at Neck			X			When driving, and to perform clerical work.
Twisting at Waist	X					Not a requirement of this position.
Squatting / Kneeling		X				Can squat/kneel to minimize bending/stooping.
Crawling	X					Not a requirement of this position.
Reach waist to shoulder					X	Bilaterally, with 1/2 to 3/4 extension, to drive, work on computer, perform clerical functions.
Reach above shoulder	X					Not a requirement of this position.
Keyboarding					X	To perform keyboarding, mousing.
Wrist Flexion/Extension					X	To perform keyboarding, mousing, clerical functions.
Handle/Grasp					X	To drive, and to perform mousing and clerical functions.
Forceful Grasp	X					Not a requirement of this position.
Fine Finger Manipulation					X	To perform keyboarding, mousing, and clerical functions.
Hand Controls		X				When driving to field assignments (driving time is up to 1 hour 15 minutes at a time, 3 hours total per day).
Foot Controls		X				When driving to field assignments (driving time is up to 1 hour 15 minutes at a time, 3 hours total per day).



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Repetitive Motion					X	Body Part: Hands/Arms To perform computer/clerical functions, and while driving
Vibratory Tasks – High	X					Not a requirement of this position.
Vibratory Tasks – Low	X					Not a requirement of this position.
Talking				X		To communicate with a wide range of professionals, via phone and in person.
Hearing				X		To communicate with a wide range of professionals, via phone and in person.
Tasting/Smelling	X					Not a requirement of this position.
Visual - Near Acuity					X	To perform clerical/computer work, read documents, etc.
Visual - Far Acuity			X			To drive, and to survey land.
Visual - Depth Perception			X			To drive, and to survey land.
Visual - Color Discrimination	X					Not a requirement of this position.
Visual - Accommodation			X			To drive, and to survey land.
Visual – Field of Vision			X			To drive, and to survey land.
Exposure to Weather			X			To survey land.
Extreme Cold			X			In weather conditions, to survey land.
Extreme Hot			X			In weather conditions, to survey land.
Wet and / or Humidity			X			In weather conditions, to survey land.
Proximity to Moving Mechanical Parts	X					Not a requirement of this position.
Exposure to Explosives	X					Not a requirement of this position.
Atmospheric Conditions	X					Not a requirement of this position.
Exposed Heights	X					Not a requirement of this position.
Exposure to Electricity	X					Not a requirement of this position.
Exposure to Toxic / Caustic Chemicals	X					Not a requirement of this position.
Exposure to Radiation	X					Not a requirement of this position.
Noise Intensity	<input type="checkbox"/> Very Quiet <input type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					
Other:						



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### Analyst's Comments:

### Possible Employer Modifications:

### 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:

### Update (if applicable):

6/24/17

Jennifer Kabacy, CDMS

Date

Vocational Consultant

Date

### Employer Verification:

### Employee Verification: (optional)

Name

Date

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