



**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:	Administrative Staff Assistant		
Department:	Natural Resources and Parks	Division:	Wastewater Treatment
DOT Title:	Administrative Assistant	DOT #:	169.167-010
SVP:	7	Requestor:	Autumn Musch
Worksite Address:	2501 W Jameson St Seattle, WA 98199	Office Contact Name/ Phone/ Email:	Will Sroufe 206-477-5403 william.sroufe@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 1/31/19
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

This position will require a variety of administrative, customer service, communications and professional skills to support the work unit. Success requires timely and accurate project support and ensuring the work group's products consistently reflects the high-quality of our work.

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.
- In support of staff and projects, prepare and manage correspondence, purchases of materials and services, business planning documents, staff memberships, travel requests and other document packages that require routing and approval. This process includes formatting, proofreading, incorporating comments, coordinating signatures, coordinating production, copying, printing, coding, tracking and distributing contract reports and correspondence
- Provide office setup and coordination for permanent and temporary project construction offices. This includes, but is not limited to coordinating moving services, ordering needed supplies and equipment, managing janitorial services, managing vehicle maintenance, preparing travel and training requests, coordinating repair and maintenance of office equipment, manage communication systems, and responding to staff requests for goods and services.
- Process and reconcile Oracle on-line purchases in accordance with County procurement policies. Manage all vendor contracts and reconcile invoicing discrepancies. Track payments to vendors and expedite payments. Coordinate purchases as County P-card holder.
- Act as the work unit liaison to distribute and collect new and updated policies, procedures, etc. Maintain confidentiality in working with sensitive personnel information. Ability to develop and clearly communicate administrative process
- Assist staff in research, producing internal communication materials, organizing workshops and project related events.
- Manage project records using SharePoint. Work with others to develop, maintain and manage project SharePoint sites for office functions and for individual projects. Set up and maintain files for all



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construction projects using standard CM filing system.

- Manage meeting logistics for construction project teams, including sending meeting notices, making room reservations and setup meeting rooms, including computer/PowerPoint presentations. Coordinate the preparation of agendas and information packets for meetings, and prepare meeting minutes. Capable of producing clear and complete meeting minutes.
- Create and implement time-saving information guides and/or streamlined information systems that help inform employees on required County and Division policies and procedures. Serve as the administrative liaison between the section/unit and the Division; participate on the Division's Administrative Team; collaborate with other Division administrative staff on Division events, provide backup coverage as needed for other administrative staff at other satellite construction offices, assist in implementing improvements and solving administrative support issues.
- Prepare memos and letters to outside agencies and interests.
- Coordinate daily vehicle use for the section, maintain logs, and deliver vehicles to Fleet Operations for maintenance/repairs.
- Promote and encourage team cohesiveness and cooperation. Demonstrated ability of resolving team conflict within the assigned duties.
- Perform other related project administrative activities as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Two years of college level training and a minimum of three years of increasingly responsible administrative experience or the equivalent combination of education and experience.

TECHNICAL SKILLS

- Demonstrated ability to learn and apply precise standards of King County's correspondence and legislative guidelines and travel policy.
- Excellent skill in proofing documents with special attention to vocabulary, punctuation, grammar, formatting, spelling, composition, proofreading.
- Ability to work closely with manager to prioritize tasks, projects and requests.
- Demonstrated proficiency with Microsoft Word, Excel (ability to develop worksheet formulas, perform complex operations, and develop graphs and charts), SharePoint and Adobe Pro.
- Experience with (or ability to learn) Record Management System.
- Proficiency as a SharePoint user and ability to become a SharePoint site administrator.
- Demonstrated skill in editing content.
- Ability to organize and prioritize multiple work assignments including the ability to work on a number of projects simultaneously, with high attention to detail.
- Skill in working independently and in a team environment. Ability to establish and maintain effective working relationships with other staff.
- Demonstrated ability to work with and adjust priorities based on input from multiple sources.
- Adaptive and flexible to varying office processes.
- Demonstrated ability to perform duties accurately and effectively with limited supervision and support.
- Basic accounting and mathematics skills.
- Experience with travel coordination.

ADMINISTRATIVE SUPPORT AND ORGANIZATION

- Ability to learn King County accounts payable software (Oracle EBS), Project Management Tracking System (PRISM), Payroll System (PeopleSoft).
- Ability to handle administrative details independently, while exercising good judgment in keeping team members adequately informed.
- High level of integrity and discretion in handling confidential information and dealing with professionals



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inside and outside the County.

- Ability to communicate effectively and anticipate project needs of manager and team leads
- Established track record in making recommendations for streamlining process and procedures in an effort to efficiently accomplish project outcomes.

COMMUNICATION AND OUTREACH

- Ability to provide excellent customer/client service.
- Excellent communication skills.
- Ability to maintain effective two-way communication with internal and external stakeholders in a tactful, responsive and polite manor. Conveys professionalism in workplace interactions.
- Train outside construction management consultants on various office processes.

TEAMWORK

- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- Ability to work with people of diverse backgrounds including staff throughout the Division, representatives from other County Divisions, consultant and contract staff, and the public.

HIGHLY DESIRABLE:

- Proficiency as a developer and/or administrator of a SharePoint site for employee use.
- Knowledge and experience in Construction Management administrative practices.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License or alternate ability to get to meetings and work sites not served by transit at varying times of the day.

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

Computers, pen/pencil, files, telephone, printer, scanner, projector, documents, binders, hand truck and fax machine. Various databases, Microsoft Office.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input 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
Work Pattern (continued)		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

This job is classified as SEDENTARY by the US Department of Labor.



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-10 *11-30				Up to 10 sec./time, 5 min total while manipulating binders, cases/reams of paper or stack of documents. *Approximately 4x/year boxes of archived files are manipulated; Up to 5 sec./time manipulating boxes (11-30 lbs.) 10-15x/shift.
Lifting waist–shoulder		1-10 *11-30				Up to 10 sec./time, 5 min total while manipulating binders, ream of paper or stack of documents. *Approximately 4x/year boxes of archived files are manipulated; Up to 5 sec./time manipulating boxes (11-30 lbs.) 10-15x/shift.
Lifting above shoulder		1-10				Up to 5 sec./time, 1 min total while placing/removing binders and supplies on upper shelves.
Carry (Distance/Surface)		1-10 11-30*				Up to 50'/time, 1-5x week, with binders, documents and reference materials. *Approximately 4x/year boxes of archived files are carried up/down 2 flights of stairs 10-15x/shift.
Pushing/Pulling (Distance/Surface)		1-10				Up to 1-2./time, 5 min total while opening and closing drawers and doors; using a hand truck.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2.5 hrs./time, 7-8 hrs. total in a work shift. Most commonly occurs while performing computer tasks, taking minutes, attending meetings and rarely driving. *Can alternate sit/stand as needed on most occasions as a sit/stand workstation is present.
Standing			X*			Up to 30 min./time, 1 hr. total while filing, stocking supplies, conversing with coworkers. *Can alternate sit/stand as needed on most occasions as a sit/stand workstation is present.
Walking			X			Up to 5-10 min./time, 1 hr. total while traversing within the work area, between different buildings and to/from coworkers' desks, etc.
Perform Work on Ladders	X					
Climbing		X				Rarely use a step stool to access office supplies and perform filing. Climb stairs up to 2 flights/time, 5x per shift.
Balancing		X				Rarely uses a step stool to access office supplies and perform filing.



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	N	S	O	F	C	
Stooping / Bending		X*				Up to 30 sec./time, 10 min. total while reaching for lower office drawers, shelves, drawers and printer; filing. *Can alt. with squat/kneel as needed.
Twisting at Neck		X				Up to 30 sec./time, 10 min. total while reaching for lower office drawers, shelves, drawers and printer; filing.
Twisting at Waist		X				Up to 30 sec./time, 10 min. total while reaching for lower office drawers, shelves, drawers and printer; filing.
Squatting / Kneeling		X*				Up to 30 sec./time, 10 min. total while reaching for lower office drawers, shelves, drawers and printer; filing. *Can alt. with bend/stoop as needed.
Crawling	X					
Reach waist to shoulder			X			Up to 5 min./time, 1 hr./total while manipulating document/binders, distributing documents to staff, filing, etc.
Reach above shoulder		X				Up to 10 sec./time, 5 min./total, accessing upper shelves, filing, etc.
Reach below waist		X				Up to 30 sec./time, 10 min. total while reaching for lower office drawers, shelves, drawers and printer; filing.
Keyboarding					X	Up to 5 min./time, 6-7 hrs. total while instant messaging, taking data entry, drafting documents, electronic file management, email etc.
Wrist Flexion/Extension		X				Up to 20 sec./time, 20 min total while manipulating boxes of files, binders, documents, files, etc.
Handle/Grasp		X				Up to 20 sec./time, 20 min total while manipulating boxes of files, binders, documents, files, etc.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 15 min./time, 7 hrs. total while instant messaging, performing data entry, conducting electric file management, manipulating documents/documents/files, writing, drafting documents, emailing etc.
Hand Controls				X	X	Up to 5 min./time, 4-6 hrs. total while using the computer mouse with scrolling wheel.
Foot Controls		X				Up to 45 min./time, 1.5 hrs. total while driving (approx. once every 6 weeks).
Repetitive Motion				X		Body Part: hands Cycles/hr: 300+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		Up to 10 min./time, 5 hr. total while conversing with the general public, customers/contractors, co-workers or superiors; in person and via telephone.
Hearing					X	Up to 10 min./time, 5 hr. total while conversing with the general public, customers/contractors, co-workers or superiors; in person and via telephone.



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	N	S	O	F	C	
Visual – Near Acuity					X	Up to 2.5 hr./time, 7 hrs. total while performing computer tasks, reviewing documents; some of which may have small print or reduced image quality.
Visual – Far Acuity			X			Up to 45 min./time, 1.5 hrs. total while driving.
Visual – Depth Perception			X			Up to 45 min./time, 1.5 hrs. total while driving and carrying boxes up/down stairs.
Visual – Color Discrimination	X					Can be beneficial but not required.
Visual – Accommodation			X			Up to 45 min./time, 1.5 hrs. total while driving.
Visual – Field of Vision			X			Up to 45 min./time, 1.5 hrs. total while driving.
Exposure to Weather		X				Rarely when walking between buildings or attending meetings 1-2x/week.
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions	X					
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
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					
Other:						

COGNITIVE/BEHAVIORAL ADDENDUM

COMPREHENSION

Articulating and comprehending information in conversations

Continuously while interacting with coworkers, contractors, superior and customers over the telephone in

Health Care Provider initial here if the above activity is restricted _____



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Reading, comprehending, and using written materials

Reading attorney requests, court orders, emails, etc. Responds to requests for service of process and court and enforcement of civil court orders.

Health Care Provider initial here if the above activity is restricted _____

Understanding and solving problems involving math and using the results

Frequent calculation of judgement amounts, deficiency/overage amounts, billing/invoicing. Reviews employee timecards ensuring total hours reported are equal to their scheduled shift; calculates overtime and regulator coding in accordance with employee's union contract.

Health Care Provider initial here if the above activity is restricted _____

Using technology/instruments/tools & information systems

Continuously while using online records systems, various databases, internet searches, scanning documents and performing records research.

Health Care Provider initial here if the above activity is restricted _____

REMEMBERING

Remembering spoken instructions

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Remembering written instructions

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Remembering visual information

Rarely.

Health Care Provider initial here if the above activity is restricted _____

Recalling information incidental to task at hand

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Memorizing facts or sequences

Continuously while supporting Management of the office and Contract Administration. This includes archiving files, performing data entry and completing documents.

Health Care Provider initial here if the above activity is restricted _____

Remembering simple instructions

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Remembering detailed instructions

Continuously while supporting Management of the office and Contract Administration. This includes archiving files, performing data entry and completing documents.

Health Care Provider initial here if the above activity is restricted _____



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LEARNING & PROCESSING

Effectively learning and mastering information from classroom training

Seldom while attending and applying trainings. SharePoint, Oracle and PeopleSoft.

Health Care Provider initial here if the above activity is restricted _____

Effectively learning and mastering information from on-the-job training

Continuously on an ongoing basis as procedures may change over time.

Health Care Provider initial here if the above activity is restricted _____

Learning from past directions, observations, and/or mistakes

Continuously while ensuring accurate completion of job duties. There are staff meetings to address past observations, errors and mistakes. The employee must be able to learn from their own as well as coworkers' mistakes.

Health Care Provider initial here if the above activity is restricted _____

Using common sense in routine decision making

Continuously while interacting with the coworkers, contractors, customers superiors, etc.

Health Care Provider initial here if the above activity is restricted _____

Recognizing and anticipating potential hazards and taking precautions

Rarely for basic office safety, such as keeping walkways clear, places boxes in appropriate spots and avoiding trip hazards.

Health Care Provider initial here if the above activity is restricted _____

Thinking critically and making sound decisions

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Integrating ideas and data for complex decisions

Occasionally while creating/modifying document control procedures, creating forms and charts.

Health Care Provider initial here if the above activity is restricted _____

Determining and following precise sequences

Continuously while drafting letters, performing file management, performing database entry/maintenance.

Health Care Provider initial here if the above activity is restricted _____

Coordinating and compiling data and information

Continuously while performing file management, performing database entry/maintenance.

Health Care Provider initial here if the above activity is restricted _____

TASKING & PLANNING

Performing repetitive or short-cycle work

Continuously while performing file management, performing database entry/maintenance.

Health Care Provider initial here if the above activity is restricted _____



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Working under specific instructions

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Completing complex tasks

Seldom while creating/modifying document control procedures and various administrative procedures.

Health Care Provider initial here if the above activity is restricted _____

Directing, controlling, or planning for others as necessary for basic tasks

Rarely for office space management planning for new employees, temporary employees and consultants.

Health Care Provider initial here if the above activity is restricted _____

Directing, controlling, or planning for others as necessary for complex tasks

N/A

Health Care Provider initial here if the above activity is restricted _____

Multi-tasking

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Planning, prioritizing, and structuring daily activities

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

MAINTAINING ATTENDANCE AND AN ASSIGNED WORK SCHEDULE

Maintaining predictable and reliable attendance

Is necessary each work shift in order to maintain appropriate completion of tasks and deadlines.

Health Care Provider initial here if the above activity is restricted _____

Being punctual

Is necessary each work shift in order to maintain appropriate completion of tasks and deadlines.

Health Care Provider initial here if the above activity is restricted _____

Taking rest periods at set times or only at times determined by breaks in job responsibilities

Employee can take their allotted breaks at own discretion; break times are not set.

Health Care Provider initial here if the above activity is restricted _____

Adjusting to a flexible schedule of work days and or shifts

N/A

Health Care Provider initial here if the above activity is restricted _____

USE APPROPRIATE BEHAVIOR FOR A PROFESSIONAL WORK ENVIRONMENT

Receiving criticism and accepting limits appropriately

Continuously as the employee must be able to take criticism from supervisors in order to make sure the proper administrative support services are being provided.

Health Care Provider initial here if the above activity is restricted _____



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Maintaining emotional control and organization under increased stress

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Maintaining socially appropriate affect, temperament, and behavior

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Working independently and/or unsupervised

Frequent while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Adapting to frequent interruptions, changes in priorities, or changes in work location

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted _____

Responding effectively to emergency situations

Rarely. OFFICE: Non-medical emergencies: ASA quickly participates to assist staff to successfully accomplish task. SAFETY: ASA ensures office first aid kits and AED units are refreshed monthly; ASA is a first responder.

Health Care Provider initial here if the above activity is restricted _____

Analyst's Comments:

The employee has a sit/stand workstations and can alternate sitting/standing as needed.

Possible Employer Modifications:

Ergonomic assessment, as desk height is slightly high (29 ¼" with desktop sit/stand apparatus). Keyboard is extremely small and is not of ergonomic design. Monitors are very low. She does have a semi-vertical mouse, which is appropriate.



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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):



Vocational Consultant



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

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physician | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| | | <input type="checkbox"/> PEP Physician |