

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Communications Specialist III

**JOB CLASSIFICATION** Communications Specialist III

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 131.267-026

**DOT TITLE** Writer, Technical Publications

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Wastewater Treatment Division

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 6

**CONTACT'S NAME & TITLE** Robert Tovar, Supervisor, Technical Services Unit, East & West Section, WTD

**CONTACT'S PHONE** 206-263-5433

### ADDRESS OF WORKSITE

South Treatment Plant  
1200 Monster Road SW  
Renton , WA 98057

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 9/18/07

**VRC NAME** Jeff Casem

**DATE REVISED** 8/18/09

### WORK HOURS

Core hours are between 7:00 am and 6:30 pm, Monday through Friday; telecommuting one day per week.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
None.

### JOB DESCRIPTION

Providing various communications services to communicate the agency's purpose and to provide a means for external and internal information, involvement and communications. These communications responsibilities include, but are not limited to, media relations, publicity, issue management/strategic planning, marketing communications, employee communications, technical writing, technical illustration, photography, graphics, production of communication/marketing materials, production of technical manuals and public participation.

### 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 judgment.
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**

- Ability to understand technical subject matter and terminology, use mechanical reasoning and spatial visualization skills to interpret complex engineering drawings and contract specifications, and clearly and accurately render technical information into written formats that are appropriate for the intended audience.
- Knowledge of publications process, research methods and techniques.
- Knowledge of project management techniques and principles.
- Knowledge of regulatory and legal requirements associated with wastewater systems documentation, operations, and maintenance.
- Knowledge of graphic design and photography.
- Ability to organize work assignments in a clear and concise manner and to synthesize and communicate technical information orally and in writing.
- Ability to use Macintosh and PC computers, production equipment (such as scanners and printers) and appropriate software.
- Ability to use desktop publishing software applications at an advanced level (including creating and using style sheets, placing art, and working with long, multi-section documents).
- Ability to use a computer network to seek reference materials, share and access files, and back up and archive work.
- Presentation and facilitation skills.
- Ability to use Adobe FrameMaker (Version 6.0), Adobe Photoshop, and MS Word (Version 2003/2004) at a high level of proficiency.
- Ability to conduct task analysis.
- Ability to create and enhance PDF files using Adobe Acrobat.
- Knowledge of the wastewater treatment processes.
- Examples of current work (completed within the last five years) that reflect the ability to produce technical documents such as operation and maintenance manuals, scientific reports, and similar technical publications.

## **HIGHLY DESIRED:**

- Ability to use Adobe PageMaker (Version 6.5) or InDesign CS2.
- Knowledge of MS Excel.
- Formal training in scientific/technical areas, wastewater treatment, or engineering.
- Knowledge of HTML scripting and website design, and the ability to use standard web software such as Dreamweaver..
- Ability to design, produce, and modify web pages.
- Ability to produce slide shows using MS PowerPoint.

- Ability to use standard graphics software such as Macromedia Freehand or Adobe Illustrator.

## **ESSENTIAL FUNCTIONS**

1. Coordinate assigned documentation program: *WTD East Section Offsite Facilities, WTD West Section Offsite Facilities, South Treatment Plant, West Point Treatment Plant, or WTD Safety Program*. Oversee the work of other staff providing writing, editing and/or illustration support.
2. Assess and prioritize communication needs within the program area.
3. Determine budget and resource needs of program documentation elements and monitor expenditures. If necessary, participate in consultant and vendor selection processes; oversee the work of consultants and vendors.
4. Coordinate with internal and consultant team members (if applicable) to resolve issues and ensure that all documentation is complete, on schedule and adequate to serve its purpose.
5. Coordinate and schedule all aspects of the program documentation, including graphics, style, printing and distribution.
6. Ensure editorial consistency of documents.
7. Create, maintain and update hard copy and on-line operations and maintenance manuals, safety program documents, training materials and other documents, as assigned. Perform task analyses, research, organize and review technical and engineering data as required to document operating procedures.
8. Perform one or more of the core technical communication competencies (writing, editing, illustrating) at a high level of proficiency.
9. Provide project lead, writing, editing, illustration, and/or production support in other documentation programs, as assigned.
10. Provide unit-wide support (such as mentoring staff, assisting in staff hiring process, archiving, maintaining computer hardware/software), as assigned.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Hard hat, ear protection, air quality sensor, eye protection, steel toe shoes and dust mask.

## **OTHER TOOLS & EQUIPMENT USED**

Phone, fax machine, copy machine, digital camera, scanner, binders, video camera, tripod, hole punch, paper cutter, bindery equipment, printer, computer, files, cell phone, reference materials, documents and County vehicle.

## **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

Rarely = may occur less than 1% of the time

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

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

**This job is classified as**

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

**Standing**

Health Care Provider initials if restricted\_\_\_\_\_

Frequently on dirt, gravel, cement, or concrete for 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while looking at equipment at pump stations in order to create technical writings.

**Walking**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on dirt, gravel, cement, concrete, wet, slick and uneven ground surfaces for up to 10-15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while looking at equipment at pump stations researching safety and operations manuals.

**Sitting**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously on an office chair or automobile seat for up to 1 hour at a time for up to 7 hours total in a work shift. Most commonly occurs while driving or performing technical communication tasks.

**Climbing stairs**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 1 flight at a time for up to 8 flights total in a work shift. Most commonly occurs while traversing pump stations.

**Climbing**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely to heights or depths of up to 16 feet for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while traversing ladders at pump stations.

**Balancing**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while being in a pump station when there is a spill or a wet floor.

**Bending neck up**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely to Occasionally for up to 5 minutes at a time for up to 60 minutes total in a work shift. Most commonly occurs while videotaping equipment, or observing tasks in elevated areas.

**Bending neck down**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 30 minutes at a time for up to 6-7 hours total in a work shift. Most commonly occurs while performing office duties such as typing, reading, utilizing reference materials, performing technical writing, illustrating, and reviewing documents etc.

**Bending/Stooping**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely to Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves or on lower cabinets. The employee can alternate between bending/stooping, kneeling and squatting in accordance with preference.

**Kneeling**

Health Care Provider initials if restricted  Rarely to

Rarely to Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves or on lower cabinets. The employee can alternate between bending/stooping, kneeling and squatting in accordance with preference.

**Squatting**

Health Care Provider initials if restricted

Rarely to Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves or on lower cabinets. The employee can alternate between bending/stooping, kneeling and squatting in accordance with preference.

**Operating Controls with Feet**

Health Care Provider initials if restricted

Frequently for up to 1 hour at a time for up to up to 4 hours total in a work shift while driving a County vehicle to an from pump stations/work sites.

**Reaching above shoulder height**

Health Care Provider initials if restricted

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift while reaching for items on upper shelves.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted

Frequently to continuously for up to 45 minutes at a time for up to 5-6 hours total in a work shift while driving and performing office duties such as typing, reading, utilizing reference materials, writing, using computer mouse, reviewing documents etc.

**Reaching at knee to waist height**

Health Care Provider initials if restricted

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift while reaching for items on lower shelves or in lower cabinets.

**Reaching at floor to knee height**

Health Care Provider initials if restricted

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift while reaching for items on lower shelves or lower cabinets, or opening hatches.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted

Occasionally for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 2-7 pounds while manipulating reference binders, books and materials. The employee also lifts while using a video camera, tripod and laptop.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted

Occasionally for up to 5-15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting reference binders, books and materials. The employee also carries while transporting a video camera, tripod and laptop to and from work sites.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 12 pounds while manipulating a laptop bag.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5-15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of up to 12 pounds while transporting a laptop bag to and from work sites.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 100 feet at a time with a force of 5-11 pounds for up to 1 minute at a time for up to 5 minutes total in a work shift while opening and closing doors and drawers as well as when using a dolly to move a box of copier paper.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift while manipulating reference materials, laptop bag, telephone and steering wheel.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently & Highly Repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while manipulating a computer mouse and steering wheel.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously & Highly Repetitive for up to 15 minutes at a time for up to 6-7 hours total in a work shift while typing, writing, clicking the computer mouse, manipulating documents/reference materials and dialing the telephone.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently at a time with for up to 5 minutes at a time for up to 4 hours total in a work shift while discussing work with coworkers, talking on the phone as well as when presenting information in meetings.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while working in pump stations or wastewater treatment plants where auditory safety alarms are used. Hearing is also used when conversing and attending meetings.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while working in pump stations or wastewater treatment plants where visual safety alarms are used, as well as when performing technical writing duties such as using reference manuals, inspecting equipment etc.

**Working with Heightened Awareness**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while working in pump stations or wastewater treatment plants where moving machinery and sanitary hazards are present.

**ENVIRONMENTAL FACTORS**

Work is generally performed in an industrial office environment with minimal exposure to health and safety hazards; however, research-related work must be performed at wastewater treatment

facilities, which can pose risks in health and safety. Interruptions, deadlines, irregularities in workflow, and occasional stress are expected for this position.

**The noise level is**

Approximately 50-120 decibels. The noise is caused by pump station machinery.

HCP Initials if Restricted

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**Work environment may include the following exposure(s):**

Outside weather: Occasionally  
 Non-weather related temperatures below 55 degrees: Occasionally  
 Non-weather related temperatures above 75 degrees: Occasionally  
 Wet: Rarely  
 Humidity/dampness: Rarely  
 Fumes: Occasionally  
 Odors: Frequently  
 Dusts: Occasionally  
 Mists: Occasionally  
 Gases: Occasionally  
 Moving mechanical parts: Frequently  
 Vibration: Occasionally  
 Working in high, exposed places: Rarely  
 Toxic or caustic chemicals: Rarely  
 Confined spaces: Occasionally

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

A dolly is available to reduce carrying. Golf carts and bicycles are used at the treatment plants to reduce walking. Portable tables and chairs are used at frequently visited facilities to reduce standing. A tripod reduces standing, bending neck up, stooping, and handling while videotaping. Typing could be done, standing to reduce time sitting. Ergonomic and cording keyboards reduce stress of operating controls with hands, fingering, and reaching waist to shoulder, or needing to use two hands.

## SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, VRC, Vocational Consultant  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of employee

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date



### HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- ☐ The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. 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