



**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:	Transit Planner II		
Department:	Transit	Division:	
DOT Title:	Planner, Program Services	DOT #:	188.167-110
SVP:	7	Requestor:	Patricia Steinhour
Worksite Address:	201 South Jackson Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Katie Chalmers 206-477-5869 katie.chalmers@kingcounty.gov
Original Analyst:	Kyle Pletz VRC, CDMS		Analysis Date: 10/8/18
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Transportation Planners plan, develop, and implement transportation projects within the Metro Transit Division of King County Department of Transportation. The Transportation Planner III position will manage complex projects, lead and represent Metro on intra- and inter-agency teams, and develop and lead stakeholder engagement and outreach. The Transportation Planner II position manages smaller projects and supports project teams with analysis and performance monitoring, public engagement, report writing, and preparation of presentation materials.

The Service Planning team leads short- and mid-range service planning and system development for Metro Transit. The group is responsible for designing, developing, and recommending service changes to transit routes to improve performance and customer experience. Service planning work is highly collaborative and involves close coordination and engagement with transit riders and the general public, other Metro groups, and partners including Sound Transit, Seattle Department of Transportation and local jurisdictions in King County.

Service Planning is working to implement key elements of Metro CONNECTS, including designing new RapidRide BRT lines, expanding transit service throughout King County, and developing system redesigns to connect with Sound Transit's Link light rail, BRT, and Express bus services. The group is also developing new and innovative approaches to collaborate with the public and other partners to develop service.

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:

- Prepare information, graphics, and reports.
- Support communications efforts associated with transit service changes including community outreach, web and social media information, and street teaming.



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- Coordinate with internal and external stakeholders.
- Respond to customer complaints and inquiries that relate to service planning.
- Perform other duties, responsibilities, and activities as assigned.

In addition, Transportation Planner II's assist and support Transportation Planner III's in some of the duties below:

TRANSPORTATION PLANNER III JOB DUTIES:

- Lead the development, approval, and implementation of transit service changes two times per year.
- Manage project teams for upcoming transit network redesign, Link Connections, and RapidRide projects through all phases of project planning, public and stakeholder outreach, and implementation.
- Represent Metro on project teams both internal and external, such as inter-agency planning teams for Sound Transit 3 projects.
- Collect, analyze and present data on transit ridership, service quality, service performance, and customer feedback; and suggest changes to improve performance and customer experience.
- Prepare and present information in a variety of formats to audiences including internal and external work groups, project teams, committees; local jurisdictions; partner agencies; transit riders and the public; and elected officials including the King County Council.
- Work collaboratively in community planning efforts that feature public engagement including expanded or new ways of engagement that support equity and social justice.
- Manage consultant contracts.
- Perform other duties, responsibilities, and activities as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Planning (Land Use, Urban, Regional, Transportation, Environmental), Public Administration, Environmental Studies, Economics, and two years of work experience in land use, transportation or environmental planning or a related field;

OR a Bachelor's Degree in a related field and three years of work experience in land use, transportation or environmental planning or related field;

OR any equivalent combination of experience and education which provides the applicant with the skills, knowledge and abilities required to perform the work.

DESIRABLE QUALIFICATIONS:

- Experience with transit service planning.
- Understanding of government processes and procedures such as policy development and legislative processes.
- Experience with GIS, InDesign and other software used to support analysis and communications.

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

Computer phone, fax, scanner, copy machine, bag of timetables etc., MS Office, various databases, GIS, map based software, reference materials and maps.



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PHYSICAL REQUIREMENTS

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

Work Pattern (continued)

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-10				Up to 1 min./time, 10 min. total while manipulating a laptop, bag of timetables etc., reference materials.
Lifting waist–shoulder		1-10				Up to 1 min./time, 10 min. total while manipulating a laptop, bag of timetables etc., reference materials.
Lifting above shoulder		1-5				Up to 5 sec./time, 30 sec. total while manipulating a laptop, bag of timetables etc., reference materials.
Carry (Distance/Surface)		1-5				Up to 10-15 min./time, 30 min. total while carrying presentation materials between County buildings and within the office area.
Pushing/Pulling (Distance/Surface)		1-5				Drawers and doors with a force of 5 lbs. or less.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2 hrs./time, 7 hrs. total while attending training, performing computer duties and attending various meetings. *Employee can alt. sit/stand as needing in the office as there is a sit/stand workstation.
Standing		X		X*		On flat carpeted or linoleum surfaces for up to 5 min./time, 20 min. total while using the copy machine and fax machine as well as when conversing with co-workers and supervisors. *On a rare occasion (approximately 5 x/year) the employee may need to stand for up to 3 hrs. at a time while working at a public outreach event.
Walking		X				On flat carpeted, cement or linoleum surfaces; steep inclines for distances of up to ½ mile, 10-15 min./time, 30 min. total while traversing between County buildings and within the office area.
Perform Work on Ladders	X					
Climbing	X					



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	N	S	O	F	C	
Balancing	X					
Stooping / Bending		X*				Up to 1 min./time, 15 min. total while utilizing drawers and shelves. *Can alt. with squat/kneel.
Twisting at Neck	X					
Twisting at Waist	X					
Squatting / Kneeling		X*				Up to 1 min./time, 15 min. total while utilizing drawers and shelves. *Can alt. with bend/stoop.
Crawling	X					
Reach waist to shoulder				X		Up to 30 min./time, 3 hrs. total while writing, manipulating documents and talking on the telephone.
Reach above shoulder		X				30 sec./time, 5 min. total in a work shift while reaching for items on upper shelves and in upper cabinets; writing on a white board.
Reach below waist		X				Up to 1 min./time, 5 min. total while filing and reaching for items on lower shelves and in lower drawers/cabinets.
Keyboarding				X		Up to 15 min./time, 4 hrs. total while writing reports, composing emails, performing data input and performing data analysis.
Wrist Flexion/Extension	X					
Handle/Grasp		X				Up to 10-15 min./time, 30 min. total while manipulating reference materials, laptop, office supplies, note books, binders, etc. Carries items to meetings.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 15 min./time, 7 hrs. total while writing keyboarding, manipulating documents, clicking computer mouse, etc.
Hand Controls				X		Up to 5 min./time, 4 hrs. total while using computer mouse for mapping and GIS related programs.
Foot Controls	X					
Repetitive Motion	X					Body Part: Cycles/hr:
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		Up to 30 min./time, 3 hrs. total while completing presentations, participating in community outreach programs, talking on the phone and in person.
Hearing				X		Up to 2 hrs./time, 5 hrs. total while participating in meetings, talking on phone, addressing customer complaints, attending meetings, attending community outreach events.
Visual – Near Acuity					X	Computer monitor, reports, documents, maps etc. that may have small print.
Visual – Far Acuity		X				Reading whiteboard in meetings.
Visual – Depth Perception		X				Traversing to meetings.
Visual – Color Discrimination			X			Map reading.
Visual – Accommodation		X				Attending meetings and viewing whiteboard/reference materials.
Visual – Field of Vision		X				Traversing to meetings.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Exposure to Weather		X				Traversing to meetings.
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					
Proximity to Moving Mechanical Parts		X				Traversing to meetings in busy t=downtown area with multiple vehicles, busses, streetcars, etc.
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 type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					
Other:						

Analyst's Comments:

A sit stand workstaion is present, allowing the employee to alternate sitting and standing when in the office.

Possible Employer Modifications:



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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:

Vocational Consultant

Date

Update (if applicable):

Vocational Consultant

Date

Employer Verification:

Name

Date

Employee Verification: (optional)

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