



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

JOB ANALYSIS

Job Title:	Vehicle Maintenance Technical Information Processing Specialist III	DOT Title:	Administrative Clerk
SVP:	4	DOT #:	219.362-010
Location of Analysis:	King County/Metro South Base - East - Vehicle Maintenance 12100 East Marginal Way S Ste 200 Seattle, WA 98168	Name of Employee:	
Analyst:	Jennifer Kabacy, CDMS	JA Source:	On-site interview
Presenting VRC:	Jennifer Kabacy, CDMS	Employer Contact:	Larry Ward
Date Analysis Completed:	5/28/14	Supervisor Contact Information	Phone: (206) 684-2296 E-mail: Larry.Ward@kingcounty.gov

☐ On-Site ☐ Interview ☐ Representative

JOB DUTIES: Essential Functions according to the employer:

Basic Description:

The responsibilities of this classification include processing various forms of vehicle maintenance information; verifying and entering data in automated vehicle maintenance and payroll reporting systems; preparing reports and summaries; and organizing and maintaining associated logs and file systems. Work may involve performing parallel responsibilities focused on inventory control and management systems when assigned to stores operations.

Work Environment:

This is a standalone classification. Work involves technical processing of specialized vehicle maintenance and payroll information, data verification and entry into automated vehicle maintenance, payroll and allied systems and applications. Work includes entering and maintaining data in automated systems to track vehicle maintenance history, track workload and maintenance costs, and process employee timesheets and related payroll information. Work also includes performing queries and preparing routine and ad hoc statistical summaries and reports of data maintained. Work requires detailed understanding of automated vehicle maintenance and payroll systems and applications. Incumbents employ multiple, specialized and varied applications and programs and provide technical assistance in their area of expertise to coworkers and customers. Work may also include performing equivalent duties on automated systems that maintain inventory control data when assigned to a stores operation. Work is performed under the general supervision of a higher-level vehicle maintenance supervisor.



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Duties & Responsibilities:

1. Enter work order data into automated vehicle maintenance work order system; determine validity, correctness and completeness of source data; resolve data issues and make corrections as required.
2. Verify, prepare and process employee timesheets; enter payroll information in vehicle maintenance work order system; coordinate data transmission with central payroll; process payroll information in automated payroll system and resolve payroll related problems with central payroll and vehicle maintenance data management staff as required.
3. Prepare and maintain logs, file systems and associated data to organize and control records and fulfill auditing requirements; coordinate and cooperate with vehicle maintenance staff on resolving data issues and production of required information.
4. Perform varied ancillary duties; assist in ordering supplies, receiving materials and checking delivered items against purchase orders; answer phones, route calls and take messages; type letters, memos and reports.

When assigned to stores:

5. Compile and organize data from multiple sources to prepare inventory management reports; compute, verify and balance physical inventories with and resolve discrepancies in inventory databases; coordinate with accounts payable in resolving invoicing problems.
6. Maintain inventory control records and reports required for auditing requirements.
7. Verify daily parts transaction reports; research errors and correct physical and automated inventory database information; perform general and cyclical inventory counts.
8. Perform other duties as assigned.



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EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

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.

Knowledge/Skills

Knowledge of automated vehicle maintenance, payroll and related specialized systems and software applications

Knowledge of automated inventory control and management systems (some positions)

Knowledge of established and applicable vehicle maintenance standards, policies, and procedures

Knowledge of appropriate physical standards for computer work involving appropriate ergonomics, seating, arm and wrist positioning

Knowledge of specialized work practices and terminology relating to systems and applications maintained

Knowledge of document filing and records systems

Communication skills

Customer service skills

Interpersonal skills

Skill in proofreading

Skill in keyboarding

Skill in time management

Skill in problem solving

Skill in prioritizing work assignments

Skill in handling multiple competing priorities

Skill in establishing and maintaining effective working relationships

Skill in working with a variety of individuals from diverse backgrounds

Skill in producing documents that require charts, graphs and the manipulation of graphics

Machines, Tools, Special Equipment, Personal Protective Equipment Used: Computer, telephone, office equipment (scanner/fax/copy machine).



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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%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week

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

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	80%					X		Worker sits at a computer work-station for the majority of the work day. Standing and walking occurs up to a combined total of 20% of the time, intermittently throughout the shift, to use office equipment (scanner, fax, copy machine,etc), or to communicate with other employees.
Standing	10%		X					Intermittently throughout the work shift to use office equipment (scanner, fax, copy machine,etc), or to communicate with other employees.
Walking	10%		X					Intermittently throughout the work shift to use office equipment (scanner, fax, copy machine,etc), or to communicate with other employees.

Lifting floor – waist	N	S	O	F	C	lbs.	Worker will lift files and small boxes of oil samples, weighing up to 10 lbs, occasionally throughout the work shift. Approximately twice per year, worker will move boxes of files to storage, weighing up to 30 lbs.
		Up to 30 lbs	Up to 10 lbs				
Lifting waist–shoulder	N	S	O	F	C	lbs.	Worker will lift files and small boxes of oil samples, weighing up to 10 lbs, occasionally throughout the work shift. File cabinets are up to shoulder level height.
			Up to 10 lbs				
Lifting above shoulder	N	S	O	F	C	lbs.	Not a requirement of this position.
	X						
Carry (Dist.)	N	S	O	F	C	lbs.	Worker will carry files and small boxes of oil samples, weighing up to 10 lbs, occasionally throughout the work shift, up to 20 feet. Approximately twice per year, worker will move boxes of files to storage,
		Up to 30 lbs for a few feet	Up to 10 lbs for 20 feet				



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							weighing up to 30 lbs. Boxes are only carried a few feet, and moved using a rolling cart.
Pushing/ Pulling	N	S	O	F	C	Minimal	To open/close cabinets and filing drawers.
			Up to 10 lbs			10 lbs force	

	N	S	O	F	C	
Climbing	X					Not a requirement of this position.
Balancing	X					Not a requirement of this position.
Stooping / Bending		X				Seldom, to retrieve or store files in lower level drawers or cabinets.
Twisting			X			Occasionally at neck, while working at the computer. Occasionally with hands/arms to store or retrieve files from drawers or cabinets.
Squatting / Kneeling	X					Not a requirement of this position. Worker can squat to minimize bending/stooping.
Crawling	X					Not a requirement of this position.
Foot Controls	X					Not a requirement of this position.

	N	S	O	F	C	
Reaching (Level) Forward Below Waist Above Shoulder					X	Worker will constantly reach forward, at ½ extension, when working on computer or at desk to perform clerical duties. Worker will also reach forward to store or retrieve files from cabinets or drawers.
		X				Worker will seldom reach below waist level to store or retrieve files or sample boxes from cabinets or drawers.
	X					Not a requirement of this position (file cabinets are at or below shoulder level)
Handle/Grasp			X			Occasionally, to perform clerical duties, handle files and sample boxes, etc.
Fine Finger Manipulation				X		Frequently, to perform clerical tasks including keyboarding, mousing, collating paperwork, operating office equipment, etc. Keyboarding is performed intermittently throughout the work-shift, and is non-repetitive. Most of the computer work involves tracking and researching information on the computer, with intermittent keyboarding and mousing.
Hand Controls			X			To operate office equipment (scanner, fax, copy machine).
Repetitive Motion	X					Job duties are intermittent and alternating throughout the work shift. Keyboarding is performed intermittently throughout the work-shift, and is non-repetitive. Most of the computer work involves tracking and researching information on the computer, with



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						intermittent keyboarding and mousing.
Vibratory Tasks	X					Not a requirement of this position.

	N	S	O	F	C	
Talking			X			To communicate with other employees.
Hearing			X			To communicate with other employees.

Visual:

Near vision required to work on computer and perform clerical duties. Worker uses a large screen monitor.

ENVIRONMENTAL CONDITIONS	FREQUENCY						ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C			N	S	O	F	C
Exposure to Weather	X						Noise Intensity	X				
Extreme Cold	X						Atmospheric Conditions	X				
Extreme Hot	X						Exposed Heights	X				
Wet and / or Humidity	X						Exposure to Electricity		X			
Proximity to Moving Mechanical Parts	X						Exposure to Toxic / Caustic Chemicals		X			
Exposure to Explosives	X						Exposure to Radiation	X				
Other:												

Analyst's Comments:

Psychological Adendum follows.

Possible Employer Modifications:



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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:

Presenting VRC signature:

6/2/14

Jennifer Kabacy, CDMS
Vocational Consultant

Date

6/2/14

Jennifer Kabacy, CDMS
Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

6/3/14

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.

State 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 ☐ 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 Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |



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PSYCHOLOGICAL/COGNITIVE JOB ANALYSIS ADDENDUM

Job Title: Vehicle Maintenance Technical Information Processing Specialist
DOT Title: Administrative Clerk
DOT: 219.362-010
GOE: 07.01.02
SVP: 4 (3-6 months)
Industry: 249 – Clerical and Kindred

This addendum is intended to provide a summary of work functions encountered by task and setting applicable to psychological and/or cognitive functioning.

Job Duties: The responsibilities of this classification include processing various forms of vehicle maintenance information; verifying and entering data in automated vehicle maintenance and payroll reporting systems; preparing reports and summaries; and organizing and maintaining associated logs and file systems. Work may involve performing parallel responsibilities focused on inventory control and management systems when assigned to stores operations.

Work Schedule: Full time, swing shift. Employer reports that Ms. Harris-Smith is allowed a “flex start” time to adjust the start of her work shift up to ½ hour at her discretion. She is also allowed to perform work duties in a separate work area (open “classroom” area) for the last ½ hour of her work day.

GENERAL EDUCATIONAL DEVELOPMENT (GED) LEVELS REQUIRED:

Reasoning Development: Level 4

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical Development: Level 3

Compute discount, interest, profit, and loss; commission, markup, and selling price; ratio and proportion, and percentage. Calculate surfaces, volume, weights, and measures.

Language Development: Level 3

Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

Writing: Write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech.

Speaking: Speak before audience with poise, voice control, and confidence, using correct English and well-modulated voice.

Comprehension Level Required: The GED levels as listed above represent the amount of reasoning, mathematical and linguistic development required to perform this job. The ratings are based on a six-point scale (1-6) with 6 being the highest degree to which these attributes are used and 1 being the lowest.

WORKING CONDITIONS (Environment):

Noise Intensity Level: Level 3 - Moderate

WORK SITUATIONS (Temperaments Required):



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Making Judgments or Decisions

Work situations that involve solving problems, making evaluations, or reaching conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data

Dealing with People

Work situations that involve interpersonal relationships in a job setting beyond giving and receiving work instructions.

Performing a Variety of Duties:

Work situations that involve frequent changes of tasks using different techniques, procedures, or degrees of attentiveness without loss of efficiency or composure.

General Learning Ability: Level 3 Average Aptitude (34th-66th Percentile)

The ability to "catch on" or understand instructions and underlying principles; the ability to reason and make judgments. Closely related to doing well in school.

Verbal Aptitude: Level 3 Average Aptitude (34th-66th Percentile)

The ability to understand meanings of words and to use them effectively; to comprehend language, understand relationships between words and to understand meanings of whole sentences and paragraphs.

Numerical Aptitude: Level 3 Average Aptitude (34th-66th Percentile)

The ability to perform arithmetic operations quickly and accurately.

Spatial Aptitude: Level 4 Below Average Aptitude (11th-33rd Percentile)

The ability to think visually of geometric forms & to comprehend two dimensional representations of three-dimensional objects. The ability to recognize the relationships resulting from the movement of objects in space.

Form Perception: Level 4 Below Average Aptitude (11th-33rd Percentile)

The ability to perceive pertinent detail in objects or in pictorial or graphic material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.

Clerical Aptitude: Level 2 Above Average Aptitude (67th-89th Percentile)

The ability to perceive detail in verbal or tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation.

Motor Coordination: Level 3 Average Aptitude (34th-66th Percentile)

The ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make movement response accurately and swiftly.

Finger Dexterity: Level 3 Average Aptitude (34th-66th Percentile)

The ability to move fingers, and manipulate small objects with fingers, rapidly or accurately.

Manual Dexterity: Level 4 Below Average Aptitude (11th-33rd Percentile)

The ability to move hands easily and skillfully. The ability to work with hands in placing and turning motions.

Eye-Hand-Foot Coordination: Level 5 Very Low Aptitude (Below 11th Percentile)

The ability to move the hand and foot coordinately with each other in accordance with visual stimuli.

Color Discrimination: Level 5 Very Low Aptitude (Below 11th Percentile)



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The ability to match or discriminate between colors in terms of hue, saturation, and brilliance, identify a particular color or color combination from memory and be able to perceive harmonious or contrasting color combinations.

CRITICAL OAP APTITUDES:

General Learning Ability: Level 3 Average (46-54th Percentile) Mid 1/3 of DOT Level 3

The ability to "catch on" or understand instructions and underlying principles; the ability to reason and make judgments. Closely related to doing well in school.

Numerical Aptitude: Level 3- Average (34-44th Percentile) Low 1/3 of DOT Level 3

The ability to perform arithmetic operations quickly and accurately.

Clerical Aptitude: Level 3 Average (46-54th Percentile) Mid 1/3 of DOT Level 3

The ability to perceive detail in verbal or tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation.

WORK FUNCTIONS (Nature of Tasks): Data-People-Things

Data: Compiling

Gathering, collating, or classifying information about data, people, or things. Reporting or carrying out a prescribed action in relation to the information that is frequently involved.

People: Speaking-Signaling

Talking with or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers or assistants.

Things: Operating-Controlling

Starting, stopping, controlling, and adjusting the progress of machines or equipment.

Other Notes: Ms. Harris-Smith's work area is in a separate, open room between the garage and supervisor offices. The work area is relatively quiet, and work is performed independently for the majority of the work shift. Worker communicates with other employees in the garage intermittently throughout the day, for time sheet tracking, etc.

Note: This psychological/cognitive addendum was developed based on information gathered from the *Dictionary of Occupational Titles*, the *Classification of Jobs*, and the *Occupubrowse*. Where practicality and/or feasibility prevented the direct observation and/or gathering of quantifiable data, a "best estimate" was used.

Presented by:

Jennifer Kabacy, CDMS

6/2/14

Date



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MEDICAL PROVIDER:

- ☐ I agree that, from a psychiatric/psychological standpoint, the above name injured worker can perform the activities described in this job analysis and can return to work. The worker is released to return to work on _____ (if different from today's date).
- ☐ I agree that, from a psychiatric/psychological standpoint, the injured worker can perform the described job but only with modifications described in the comments section (state objective medical findings). Modifications are on a **permanent** ____ or **temporary** ____ basis.
- ☐ The above-named injured worker **permanently** ____ or **temporarily** ____ cannot perform this job based on the following psychiatric/psychological limitations (state objective medical findings in the comments section).

Please note which condition(s) is (are) contributing toward the worker's inability to perform this position:

Comments:

Signature

Date

Print Name

☐ Attending Provider

☒ IME or Consulting Psychiatrist

☐ Treating Psychiatrist

☐ Pain Program Psychiatrist

☐ Pain Program Psychologist

☐ Treating Psychologist