



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

Job Title:	Human Resource Analyst	DOT Title:	Human Resource Adviser
SVP:	7	DOT #:	166.267-046
Location of Analysis:	919 SW Grady Way Renton, WA 98057	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Jennifer Hernandez
Presenting VRC:		Employer Contact:	Richard Moore
Date Analysis Completed:	2/9/2016	Supervisor Contact Information	Phone: 206-477-4118 E-mail: Richard.moore@kingcounty.gov

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

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.

- Create and implement new processes, procedures, systems and training for programs such as benefits administration or employee recruitment and selection.
- Conduct studies and analysis on human resource issues; develop and defend recommendations.
- Design databases for information requests; prepare or oversee the preparation of statistical reports, graphs, charts and other reports.
- Coordinate efforts with other human resource sections and with department management and staff regarding programs, proposals, plans and/or related human resource issues; may act as lead worker to other human resources staff.
- Provide a wide variety of information, advice and consultation to employees, management and the public concerning human resource programs policies and procedures, and interpretation and application of laws and regulations; research and respond to inquiries; provide technical analysis, consultation and/or assistance in one or more program areas.
- Advise and consult on workforce planning and position management in assigned department(s); analyze impacts of proposed reorganizations; advise on effective job design techniques.
- Provide support to bargaining teams in the preparation and negotiation of large/complex labor contracts.
- Assist in contract administration, including investigation of grievances, and preparation for administrative hearings and arbitrations.
- Conduct compensation reviews including necessary research and analysis, as assigned.
- Provide support in the handling of cases before the County Personnel Board, Civil Service Commission and/or the State Public Employment Relations Commission.



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- Facilitate workforce planning and position management in assigned organization.
- Implement a wide range of human resource programs, processes and procedures; assure compliance with laws, rules and regulations; coordinate with human resources department.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Knowledge of human resources principles, practices, legal environment and trends
- Knowledge of employee communication and survey techniques and strategies
- Knowledge of principles and techniques of public sector management, including organization, planning, staffing, supervision, and budgeting
- Knowledge of employment test validation methods
- Knowledge of fair employment practices, laws and regulations; nondiscrimination, ADA and civil rights laws and legislation
- Knowledge of principles, methods, and practical applications of employee recruitment, selection and placement
- Knowledge of principles and practices of employee benefits programs, practices and laws
- Skill in verbal and written communication
- Skill in grievance investigation, conflict resolution and mediation
- Skill in identifying the need for, preparing and analyzing economic data to address economic issues
- Skill in decision-making; determining need to consult with others
- Skill in interpreting systems, statistical data, regulations and laws
- Skill in research, analysis and independent thinking, and in producing data reports, program content reports and employee information materials
- Skill in making presentations before groups and committees
- Skill in developing effective recommendations on full range of issues in one or more specialty areas of human resources
- Skill in working effectively and cooperatively with other staff and officials
- Skill in customer service

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

Cart, computer, telephone headset, files, fax machine, binders, copy machine and various office supplies.

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%, 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	40	Days Per Week

This is classified as a LIGHT job by the US Department of Labor but adjusted to SENDENTARY for this position.



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PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting*	45%				X		*Can alt. sit/stand as needed (sit stand work station). Performs data entry, employee testing, phone calls, computer duties and recruiting employees.
Standing *	45%				X		*Can alt. sit/stand as needed (sit stand work station). Performs data entry, employee testing, phone calls, computer duties and recruiting employees.
Walking	10%		X				150' within the office up to 300' to enter/leave facility. Up to 15 min. total per day.

Lifting floor – waist	N	S	O	F	C	lbs.	Up to 10 sec./time, 5 min./total, with up to 5 lbs. for a ream of paper, files, office supplies, binders and presentation materials. *Lifting can be performed with one arm.
		5*					
Lifting waist–shoulder	N	S	O	F	C	lbs.	Up to 10 sec./time, 5 min./total, with up to 5 lbs. for a ream of paper, files, office supplies, binders and presentation materials. *Lifting can be performed with one arm.
		5*					
Lifting above shoulder	N	S	O	F	C	lbs.	Rarely up to 5 sec./time, 1 min total, with up to 5 lbs. for office supplies. *Lifting can be performed with one arm.
		5*					
Carry (Dist.)	N	S	O	F	C	5-35lbs.	Cart is available. Up to 5 lbs. for up to 15' to transport files to cart or copy machine.
		15'					
Pushing/ Pulling	N	S	O	F	C	15	Up to 15 lbs. for doors and drawers. Up to 5 lbs. for up to 5 minutes total while utilizing a cart.
		5-15				lbs. force	

	N	S	O	F	C	
Climbing	X					Elevator is available to avoid stairs.
Balancing	X					
Stooping / Bending		X				Placing/removing files in low drawers for up to 10 sec./time, up to 5 min. total in a shift.
Twisting	X					
Squatting / Kneeling		X				Placing/removing files in low drawers for up to 10 sec./time, up to 5 min. total in a shift.
Crawling	X					
Foot Controls	X					



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	N	S	O	F	C	
Reaching Forward (Level) Below Waist Above Shoulder		X				Up to 1 min. time, up to 50 min. total while manipulating paper files.
		X				Placing/removing files in low drawers for up to 10 sec./time, up to 5 min. total in a shift.
		X*				Rarely up to 5 sec./time with up to 5 lbs. for office supplies. *Lifting can be performed with one arm.
Handle/Grasp		X				Up to 1 min./time, 50 min. total while manipulating paper files.
Fine Finger Manipulation					X	Up to 2 hr./time, 7hrs. total while keyboarding, filing and writing.
Hand Controls			X	X*		Computer mouse for up to 2.5 hours per day. *On a rare occasion mouse usage may be up to 3-4 hrs./day.
Repetitive Motion				X		Body part: hands Cycles/hr. n/a typing
Vibratory Tasks	X					
Talking			X	X		Up to 1 hr./time up to 3-5 hrs. total via telephone and in person. Approximately 4-8x year the employee conducts full day trainings.
Hearing			X	X		Up to 1 hr./time up to 3-5 hrs. total via telephone and in person. Approximately 4-8x year the employee conducts full day trainings.

Visual:

Constant use of computer 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:



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Possible Employer Modifications:

Sit/stand workstation has been provided, allowing the employee to sit or stand as needed.

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:

Kyle Pletz, VRC, CDMS

Vocational Consultant

Date

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:

Richard Moore

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.

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