



Job Analysis Form (ALTERNATE FORMAT AVAILABLE)

JOB TITLE Administrative Specialist II (ASII) **JOB CLASSIFICATION:**
DICTIONARY OF OCCUPATIONAL TITLES (DOT) TITLE & NUMBERS:
Administrative Assistant 169.167-010 - AND -
Investigator, Communicable Disease 168.167-018
DEPARTMENT Health **DIVISION** Communicable Disease Epidemiology
OF POSITIONS IN THE Communicable Disease Epidemiology & Immunization
Section WITH THIS JOB TITLE 3
CONTACT'S NAME & TITLE: Tiffany Acayan
CONTACT'S PHONE: 206-205-5812
ADDRESS OF WORKSITE: 9th floor, Chinook Bldg, 401-5th, Seattle, WA 98104
VRC NAME Thomas S. Sproger **DATE COMPLETED:** 10/29/10
WORK HOURS : 8AM-4:30 PM or 8:30 AM-5:00 PM

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Overtime is optional except in event of disease outbreak, in which case efforts are made to obtain voluntary overtime work before mandating overtime.

JOB DESCRIPTION:

General: ASII's provide front-line administrative support for the Communicable Disease Epidemiology and Immunization Program.

Phone reception/research: Duties include telephone reception for staff of 30, providing quality customer service by reading scripted responses, screening and triaging large volume of calls, ASII's contact medical providers and labs to obtain confidential medical information, immunization records and demographics to complete case reports..

Data Entry: ASII's process data (data entry & retrieval) from multiple sources including medical labs, health care providers, immunization records, health clinics, CHILD Profile, etc. and input data into three separate databases. Create, edit; and print reports, spread sheets, & graphs.

Mailings: Maintains several broadcast FAX and email. Keeps educational material updated. Assemble mail for wide distribution to advise public of disease outbreak information, and general disease and vaccine information,

Pick Up and Deliver Samples: Pick up and transport specimens to the Public Health or WA state DOH laboratory.

Record Management: Maintain case files, file documents, retrieve disease case report files .Yearly ASII's archives files to King County records and reorders files for new year which involves moving files between cabinets.

Equipment Management: ASII's move computer, telephone, chairs & other equipment to cubes for new and existing employees

Misc. Clerical: Photocopying, FAX, scan, troubleshoot telephone, computer, and business machine issues;

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.

ESSENTIAL FUNCTIONS

1. Phones:
 - a. Answer phones and provide information to queries from public, health professionals and others.
 - b. Contact labs, providers, clinics to obtain medical records, findings, demographic & immunization records
2. Data entry:
 - a. Enter medical data from various sources into databases for inclusion in case file
 - b. Log in cases & type/enter data from case files into database
 - c. Assemble all needed documents into case file per department protocol
 - c. Assemble & update data and enter into data base.
 - e. Review data to ensure accuracy
 - f. Create reports, spread sheets, graphs, using MS Office products such as Word, EXCEL, Access, Pagemaker, & King County Health proprietary programs
3. Mailings:
 - a. Maintains and updates various mailing, e-mail and FAX lists for mass mailings
 - b. Keeps educational material updated.
 - c. Assembles material (letters, brochures etc) and packages for mass distribution when needed
4. Specimens:
 - a. May pick up specimen at clinic, private residence, lab or hospitals
 - b. Ensures specimen has complete and accurate label
 - c. Delivers specimen to County or State Lab for processing and analysis
5. Records:
 - a. Assembles documents into case files, ensuring file is complete and has all needed materials
 - b. Files cases in file cabinet using alpha-numeric system
 - c. Retrieves file for staff
 - d. Ensures file is returned to file cabinet when staff is finished with it
6. Miscellaneous clerical:
 - a. Operates phone, FAX, Printer, LCD'S and laptops for presentations
 - b. Adds/changes paper or toner for fax machines, copiers and printers
 - c. Clears blockages and paper jams as needed.

NON-ESSENTIAL FUNCTIONS

- a. Maintains computer and phone equipment inventory
- b. Delivers to cube of new employees and sets up phones, & computers
- c. Ensures e-mail account is activated

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves when handling specimen samples. Breathing protection.

OTHER TOOLS & EQUIPMENT USED

Computer, copy machine, printers, fax machines, multi-line telephones, County vehicle with an automatic transmission, cell phone, lcd's and laptops, pen and educational brochures, letters & videos/DVDs.

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

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply: walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted _____

Occasionally on carpet or tile floor while taking material off of FAXES or printers, daily sorting of mail in mailboxes, weekly pick up or drop off of specimens, daily filing of case reports. Occurs for 4-5 minutes at a time and for up to 2.0 hour total in a work day.

Walking

Health Care Provider initials if restricted _____

Frequently on linoleum, carpet and tile for distances of up to 50 yards at a time for up to 5 minutes at a time and up to 3.5 + hours total in a work shift. Most commonly occurs while walking to and from to deliver materials. Also walking to/from printer & FAX machines and pick up and drop off of specimen during specimen runs.

Sitting

Health Care Provider initials if restricted _____

Frequently on an ergonomic office chair or an automobile seat for between 1 to 2 hours at

a time and for up to 4 hours total in a work shift. Most commonly occurs, performing computer duties, phone work or driving to pick up or deliver specimens to lab.

Climbing stairsHealth Care Provider initials if restricted_____ *Rarely*

to while climbing up to 2-3 flights of stairs. May occur for up to 3-5 minutes at one time and for 2 0-30 minutes total in a work shift. Most commonly occurs while climbing 2-3 flights of stairs to and from client residences, hospital and laboratories during specimen runs.

Bending neck up

Health Care Provider initials if restricted_____

Rarely to *occasionally* for up to 10-15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while filing or retrieving files in tall file drawers or material from tall (72") cabinets.

Bending neck down

Health Care Provider initials if restricted_____

Continuously for up to 30 minutes at a time for up to 7.5 hours total in a work shift. Most commonly occurs while typing (looking at document or keyboard) filing or retrieving files from low cabinet drawers.

Bending/Stooping

Health Care Provider initials if restricted_____

Rarely to Occasionally for up to 15 minutes at a time and up to 1 hour in a work shift while filing or setting up computers. Worker may kneel or sit instead.

Kneeling

Health Care Provider initials if restricted_____

Rarely on cement, linoleum, and carpeted surfaces for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while removing supplies and files from low cabinets and shelves and when moving files for annual archiving. The employee can alternate between kneeling, bending/stooping or crouching in most instances.

Squatting

Health Care Provider initials if restricted_____

Rarely on cement, linoleum, and carpeted surfaces for up to 5 minutes at a time for up to <1 hour hours total in a work shift. Most commonly occurs while filing or retrieving files. The employee can alternate between kneeling, bending/stooping or crouching in most instances.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Frequently for up to 2 hour at a time for up to 4 hours total in a work shift while driving a County vehicle with an automatic transmission.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Rarely to *occasionally* for up to 10-15 minutes at a time for up to 2 hours total in a work shift . Most commonly occurs while retrieving and replacing files as well as reaching for supplies on high (72") shelves or in high cabinets.

Reaching at waist to shoulder height Health Care Provider initials if restricted

Frequently for up to 2 hours at a time for up to 5 1/2 hours total in a work shift while typing, filing, driving a County vehicle,

Reaching at knee to waist height Health Care Provider initials if restricted

Occasionally for up to 15 minutes at a time for up to 1 hours total in a work shift while removing and replacing files as well as reaching for objects on low shelves adding paper to printers or retrieving objects from cabinets.

Reaching at floor to knee height Health Care Provider initials if restricted

Occasionally for up to 2 minutes at a time for up to 20 minutes total in a work shift while manipulating objects on low shelves, in low cabinets, on the floor of County vehicle or on the ground as well as when performing newborn examinations and weighing children.

Lifting 1-10 pounds Health Care Provider initials if restricted

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 5-10 pounds while replacing printer paper or lifting lab specimens or lifting/carrying mail bins to mail room.

Carrying 1-10- pounds Health Care Provider initials if restricted

Occasionally for distances of up to 6 feet at a time for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 5-10 pounds while replacing printer paper or carrying lab specimen samples or mail bins. May use 4-wheel cart for longer distances or multiple bins.

Lifting 11-20 pounds Health Care Provider initials if restricted

Rarely to occasionally for up to 15 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 20 pounds while lifting boxes of files for archiving.

Carrying 11-20 pounds Health Care Provider initials if restricted

Rarely to occasionally for distances of up to 6 feet for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 20 pounds while transporting boxes of files to be archived, A luggage cart and 4 wheel cart are available to transport items as needed.

Lifting/Carrying > 20 pounds: Not Present

Pushing and Pulling Health Care Provider initials if restricted

Rarely for distances of up to 100 yards round trip or for up to 5 minutes at a time with a force of 10 pounds and up to 1 hour total in a work shift while moving a cart of mail bins. The employee also pushes and pulls when opening and closing drawers.

Handling

Health Care Provider initials if restricted

Frequently for up to 2 hours at a time for up to 8.0 hours total in a work shift while removing and replacing files and charts, mail, printing paper, lab specimen samples & driving a county automobile.

Operating Controls with Hands

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 driving county vehicle.

Fingering

Health Care Provider initials if restricted

Continuously for up to 60 minutes at a time for up to 7.5 hours total in a work shift while entering information into computer via keyboard (up to 4-6 hours total), & writing (up to 6.0 hour total) .

Talking

Health Care Provider initials if restricted

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while conversing with labs, health care providers, co-workers, Epidemiologists.

Hearing

Health Care Provider initials if restricted

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while conversing with co-workers, superiors and labs, providers as well as when using the telephone, driving and conducting training.

Seeing

Health Care Provider initials if restricted

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while performing computer work, reviewing documents, driving a County vehicle and conducting training..

Working with Heightened Awareness

Health Care Provider initials if restricted

Occasionally for up to 1 hours at a time for up to 3 hours total in a work shift while driving to/from pick-up point and lab..

ENVIRONMENTAL FACTORS

Work is performed in an office setting. Workers are exposed to the general public, medical providers, laboratories and potentially contagious or infectious conditions, potentially hostile persons, infestation, unsanitary conditions and bodily fluids. The employee can be exposed to persons under the influence of a controlled substance.

The noise level is

HCP Initials if Restricted

Approximately 40-70 decibels. The noise is caused by automobiles.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Outside weather: Occasionally

Wet: Occasionally

KING COUNTY JOB ANALYSIS COMPLETED ON: 10/29/10

JOB TITLE: Administrative Specialist II

EMPLOYEE:

DOT #: 169.167-010

CLAIM #

Humidity/dampness: Rare

Fumes: Occasionally

Odors: Frequently

Dusts: Rare

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POTENTIAL MODIFICATIONS TO JOB: No ergonomic risks observed. Frequent change of activity and adjustable work stations in this job go far towards preventing overuse. No recommendations at this time.

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.

Thomas S. Sproger, MS, CRC, Vocational Rehabilitation Counselor

Printed name & title of VRC evaluator

Thomas S. Sproger MS, CRC
(Signed electronically)

10/29/10

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

Printed Name

Phone #

Signature of Health Care Provider

Date