

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: \_\_\_\_\_ JOB TITLE: Communications Specialist Ed.  
 DEPARTMENT: Natural Resources, Water & Land, Office of Rural Resource Programs  
 WORK SCHEDULE: 24-32 Hours/week  
 JOB DESCRIPTION: Responsible for developing and implementing key public awareness information in support Of departmental and countywide policies and programs.  
 WORK ENVIRONMENT: Office with some field.  
 ESSENTIAL FUNCTIONS: Support of department wide internal and external partnerships. Provide internal communication liaison, enhance community awareness of department services, coordinate and promote special events, meetings, and programs with multiple agencies and groups. Research, create and coordinate production of public and staff employee communications. Write and create compelling web page features, and post press releases and other web materials. Participate in the design of communication plans and identify communications needs, issues, and strategies. Serve as spokesperson or liaison for the agency. Provide internal communication consulting, information and presentations. Work with community groups and internal customers to address needs as well as coordinating the development of effective networks.

Exposures:

Outside weather  
 Non-weather related temp below 55°  
 Non-weather related temp above 75°  
 Humidity/dampness  
 Moving mechanical parts  
 Exposed high places  
 Vibration  
 Toxic or caustic chemicals  
 Confined spaces  
 Wet  Gasses  
 Fumes  Odors  
 Dusts  Mists  
 Radiation  Explosives  
 Noise Level 50 DBL  
 Other \_\_\_\_\_

Special Requirements:

CDL  Respirator use

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	2 – 12 hours	Reaching knee-waist	0 – 20 minutes
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 7 hours	Reaching floor-knee	0 – 20 minutes
Sitting	2 – 7 hours	Lifting/Carrying 1-10#	0 – 20 minutes
Climbing stairs	0	Lifting/Carrying 11-20#	0 – 20 minutes
Climbing _____	0	Lifting/Carrying 21-50#	0 – 20 minutes
Balancing	0	Lifting/Carrying 51-100#	0
Bending/Stooping	0 – 2 hours	Lifting/Carrying 100+#	0
Kneeling	0 – 2 hours	Handling	0 – 2 hours
Crouching	0 – 20 minutes	Hand Controls	0 – 1 hour
Crawling	0	Fingering <input checked="" type="checkbox"/> keyboarding	0 – 6 hours
Foot controls	0 – 1 hour	Vision to assure safety of others	Rare 0 – 30 min
Reaching above shoulders	0 – 2 hours	Hearing to assure safety of others	Rare 0 – 30 min
Reaching waist-shoulder	0 – 2 hours	Other	

I have reviewed the following Job Analysis for the above-named employee.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date