



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Electrician Maintenance(any industry)
Phone:	(360) 515-5962	DOT#:	862.261.018
Involved Body Parts:			
	Job of Injury		Light Duty Position
		Direct/Transferable	
			Training Goal

JOB ANALYSIS

Job Title:	Public Works/Electrician	DOT Title:	Electrician Maintenance(any industry)
SVP:	8	DOT #:	829.261.018
GOE:	05.05.05	Type of Industry:	Any

Analyst: Gina Jaeger Dean, BA, CDMS	JA Source: City of Port Orchard
Assigned VRC: Gina Jaeger Dean, BA, CDMS	Contact: Deborah Howard
Date: January 31, 2014	Phone: 360-876-7014

On-Site Interview Representative

Essential Functions:

This is a full or part-time position. It is not anticipated that Public Works/Electrician Employee will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off. The Public Works/Electrician Employee may from time to time be assigned to function in place of the Public Works Supervisor.

Major Function and Purpose

The Public Works Employee responsibilities include assessing and repairing electrical/mechanical components for the City's water/sewer system. Incumbent will assist the Public Works Supervisor and the Public Works Director in planning new construction and maintenance projects.

General Function

Employees assigned to this job classification are responsible for the efficient and effective use of equipment, materials and personnel to complete maintenance and construction projects in a timely and cost-effective manner. Work is performed with considerable independence under the direction of the Public Works Foreman. The Public Works Supervisor and Public Works/Electrician Employee will evaluate work for quality and timeliness of completed projects through reports, observations and results obtained.

Supervision Responsibilities

Supervision on job sites may be exercised as approved by the Public Works Foreman. Work involves coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and



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fully participating in all field activities.

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assign, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- Maintain the electrical and mechanical systems within the City.
- Establishes work priorities and changes priorities to meet changed circumstances, with the approval of the Public Works Supervisor.
- Inspect projects in progress
- Inspect equipment for repairs and safety
- Make recommendations for equipment or modifications to existing equipment
- Train subordinates in proper maintenance procedures and equipment operations
- Assure proper inventory level of materials and parts for maintenance and repair work
- Help to coordinate the activities of the Department with other departments in the city
- Coordinates and participates in such various activities, including but not limited to:
 - installing water, sewer, and storm water pipe systems
 - repair of water, street, parks and sewer projects
 - patching, paving or grading roads
 - constructing and repairing concrete sidewalks
 - street sweeping
 - cleaning or repairing drainage systems
 - cleaning catch basins
 - laying drain pipe
 - brush cutting
 - repairing and installing uniform traffic control devices.
 - snow operations including sanding, plowing and removal
 - minor (carpentry, electrical, plumbing) installation and repair
 - assess & repair electrical/mechanical components
 - reading and maintaining water meters
 - installing and maintaining hydrants and specialized water system appurtenances
 - installing and maintaining water and wastewater pumps



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			Training Goal

Job Qualifications and Skills:

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of electrical and mechanical system operations and repair for water/sewer pumps and electrical components (service panels, transfer switches, telemetry, etc.) .
- Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements.
- Knowledge of modern supervisory principles and practices.
- Knowledge of occupational hazards and safety precautions applicable to public works projects.
- Knowledge of various metering devices (ie; compound, turbine, positive displacement, impeller)
- Ability to:
 - maintain records and prepare work reports
 - skilled operation of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment appropriate to a given duty responsibility
 - gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field
 - comprehend technical instructions and repair manuals
 - deal courteously and tactfully with the public
 - establish and maintain effective working relations with subordinates, superiors, other department personnel and the public
 - review project plans

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

Various electric panels, breakers, light bulbs, various lamps and fixtures, junction boxes, electric motors, voltage sensors, spools of wire, conduit, 6 inch valve (35 lbs.), 8 inch valve (50 lbs.), 90 degree elbow (75 lbs.), wells, pumps, chlorination systems, mains, storage, fire hose, rake, shovel, garbage cans, shop rags, man hole hook, sniffer (confined space equipment), Vector truck, multi-container truck, back hoe, sewer pipe (20 feet = 100 lbs.), water main, fire hydrant, manhole covers (24 inch = 90 to 120 lbs.), shop vacuum, valve wrench, vest, hard hat, cones, confined space man lift (15 lbs.), crank, might-evac crank lift (35 lbs.), hand saw, two-way radio, drill, hand computer, small vehicle.

PHYSICAL REQUIREMENTS



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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 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 checked="" 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

The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend performing these physical demands. Work assignments vary from day to day, and the supervisor may be called out to perform the work of a crew person due to absences, or job requirements

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	Time	N	S	O	F	C	
Sitting	Up to 80%					X	Operating computer to check and send e-mail, review parts inventory and check orders. Sitting is also performed when operating motor vehicle, dump truck, driving Vector, and when operating back hoe, working on equipment in low areas, participating in staff and safety meetings, schedules work and ensures equipment is available, map reading, and plan review.
Standing	Up to 50%				X		Mapping and review of plan sets, working within vaults, checking wells, lifts, and various areas within substation, operating meters and equipment, digging holes, and flagging. Trouble shooting and wiring panels and electrical equipment.
Walking	Up to 50%				X		Performed gathering and maneuvering equipment into place, moving dirt, moving valves, moving sewer covers, installing and/or repairing valves and pipes, accessing water mains, operating machinery on Vector truck, accessing various areas of the office, equipment yard, performing contractor compliance checks, and performing jobsite inspections.

Lifting	N	S	O	F	C	
floor – waist	N/A	Up to 120 lbs.*	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), shoveling, and lifting dirt, hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weigh up to 100 lbs.), sewer covers



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	N	S	O	F	C	
						(90 to 120 lbs.)*The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
Lifting waist–shoulder	N/A	Up to 100 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface. Commonly occurs with weights 1-4 pounds while using various hand tools such as wire cutters, electrical testers and crimpers.
Lifting above shoulder	N/A	Up to 30 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
Carry (Dist.)	N/A	Up to 60 lbs.	5 to 50 lbs.	Up to 15 lbs.	Up to 5 lbs.	Any of the items listed above may also be carried with the exception of the sewer hole covers. This item is typically lifted out of the ground, and rolled to an alternative location exposing the ladder and crawl space.
Pushing/ Pulling Force	N/A	Up to	Up to	N/A	N/A	Performed when maneuvering pipes, valves, Vactor truck hoses, sewer hole covers, and hand tools. It is also performed when operating a motor vehicle, and



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	100 lbs.	60 lbs.			when shoveling/digging.
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	N	S	O	F	C	
Climbing		X				Climbing ladders (both above and below ground).
Balancing		X				Performed while working in sewer hole, and when climbing ladders, entering/exiting work site equipment, stooping, raising from a kneeling position, and when walking, especially over uneven ground.
Stooping / Bending			X			Performed when troubleshooting in order to identify and isolate pipes—wand may be utilized, and when reading water meters. May involve bending below ground level, and also may be performed when working in office to access areas below waist.
Twisting			X			Performed when driving to check for traffic conditions, operating the back hoe, checking water quality, working in sewer hole, digging and shoveling, and opening/closing vault lids, sewer covers..
Squatting / Kneeling			X			Performed when troubleshooting in order to isolate water pipes, checking pumps, and testing water quality. This activity is performed approximately three to four times per week. This function may also be performed when working in confined spaces.
Crawling		X				Required when entering small spaces. This is performed on a very seldom basis as most access areas are supplied by ladders, and are not confined enough to require crawling. Climbing in and out of areas underground level would be more a more appropriate term/physical action to describe this function.
Foot Controls			X			Performed when operating motor vehicle, Vector, back hoe, and other motorized equipment.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

	N	S	O	F	C	
Reaching Forward				X		Working with plans, operating motor vehicles, climbing



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(Level)					
Below Waist			X		ladders, working with hand tools, locating devices, raking water tanks, and utilizing other hand-held equipment all require reaching forward.
Above Shoulder				X	Performed when picking up tools and materials from ground level, locating underground pipes, working with pumps, pedestals, and vaults, shoveling and digging, and reviewing plans (from a standing position). Occasionally for up to 5 minutes at a time for up to 2 hours in work shift while troubleshooting, repairing or maintaining electrical systems as well as pulling wire replacing outlets and working on pumps and junction boxes.
				X	Climbing ladders, and when working within open sewers. Working above shoulder may also be required to operate parts of the Vactor truck to access truck components, and various pieces of equipment. Continuously for up to 5 minutes at a time for up to 5 hours in a work shift while rewiring ceilings or upper areas.
Handle/Grasp				X	Items manipulated include plans, scale, computer mouse, telephone, two-way radio, steering wheel, hand tools, metering equipment, vault lids, ladders, motorized equipment, shovel, pedestals, flashlight, keys, pipe marking equipment, entering/exiting vehicles and equipment. Pulling wire.
Fine Finger Manipulation				X	Up to 3 minutes at a time for up to 3 hours total in a work shift while manipulating wires and using wire nuts. Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small parts, utilizing keys, writing reports, and evaluations.
Hand Controls			X		Items maneuvered include Vactor, motor vehicles, two-way radio, and, operating backhoe, operating testing equipment, utilizing switches.
Repetitive Motion		X			Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.



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Vibratory Tasks		X			Operation of the jack hammer, Vactor, and backhoe.
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	N	S	O	F	C	
Talking					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers, using a two way radio
Hearing					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers, listening for moving vehicles and alarms
Vision					X	Near and far acuity are required in order to operate motorized vehicles, trouble shooting electrical systems, heavy equipment, testing equipment, and to work within confines spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints, and plans. Must identify color of wires.

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: Requires exposure to hazardous conditions: i.e. working in traffic, working at night, entry to confined spaces and deep excavations, excavations in the close proximity to high voltage electric, gas, and other utilities. Exposure to electrical shock while rewiring. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

Possible Modificaitons:



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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:

Gina Jaeger Dean, BA, CDMS

1/31/14

Gina Jaeger Dean, BA, CDMS

1/31/14

Vocational Consultant

Date

Vocational Consultant

Date



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MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker 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



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- | | | |
|--|---|---|
| <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 |



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	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Sewer and Waterworks Maintenance Worker
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Water/Sewer	DOT Title:	Sewer and Waterworks Maintenance Worker
SVP:	7	DOT #:	862.281-022
GOE:	05.05.03	Type of Industry:	Waterworks

Analyst: Gina Jaeger Dean, BA, CDMS	JA Source: City of Port Orchard
Assigned VRC: Gina Jaeger Dean, BA, CDMS	Contact: Deborah Howard
Date: January 31, 2014	Phone:

On-Site Interview Representative

Essential Functions:

This is a full or part-time position. It is not anticipated that Public Works Employee will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off. The Public Works Employee may from time to time be assigned to function in place of the Public Works Foreman.

Major Function and Purpose

The Public Works Employee is able to supervise, coordinate and/or participate in the routine maintenance and construction of public works improvements for the City. Incumbent will assist the Public Works Foreman and the Public Works Director in planning new construction and maintenance projects.

General Function

Employees assigned to this job classification are responsible for the efficient and effective use of equipment, materials and personnel to complete maintenance and construction projects in a timely and cost-effective manner. Work is performed with considerable independence under the direction of the Public Works Foreman. The Public Works Foreman and Public Works Employee will evaluate work for quality and timeliness of completed projects through reports, observations and results obtained.

Supervision Responsibilities

Supervision on job sites may be exercised as approved by the Public Works Foreman. Work involves coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and fully participating in all field activities.



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Phone:	(360) 515-5962	DOT#:	862.281-022				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assign, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- Establishes work priorities and changes priorities to meet changed circumstances, with the approval of the Public Works Foreman
- Inspect projects in progress
- Inspect equipment for repairs and safety
- Make recommendations for equipment or modifications to existing equipment
- Train subordinates in proper maintenance procedures and equipment operations
- Assure proper inventory level of materials and parts for maintenance and repair work
- Help to coordinate the activities of the Department with other departments in the city
- Coordinates and participates in such various activities, including but not limited to:
 - installing water, sewer, and storm water pipe systems
 - repair of water, street, parks and sewer projects
 - patching, paving or grading roads
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 - cleaning or repairing drainage systems
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 - laying drain pipe
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 - repairing and installing uniform traffic control devices.
 - snow operations including sanding, plowing and removal
 - minor (carpentry, electrical, plumbing) installation and repair
 - reading and maintaining water meters
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Job Qualifications and Skills:

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this



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job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements.
- Knowledge of modern supervisory principles and practices.
- Knowledge of occupational hazards and safety precautions applicable to public works projects.
- Knowledge of various metering devices (ie; compound, turbine, positive displacement, impeller)
- Ability to:
 - maintain records and prepare work reports
 - skilled operation of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment appropriate to a given duty responsibility
 - gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field
 - comprehend technical instructions and repair manuals
 - deal courteously and tactfully with the public
 - establish and maintain effective working relations with subordinates, superiors, other department personnel and the public
 - review project plans

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

6 inch valve (35 lbs.), 8 inch valve (50 lbs.), 90 degree elbow (75 lbs.), wells, pumps, chlorination systems, mains, storage, fire hose, rake, shovel, garbage cans, shop rags, man hole hook, sniffer (confined space equipment), Vactor truck, multi-container truck, back hoe, sewer pipe (20 feet = 100 lbs.), water main, fire hydrant, manhole covers (24 inch = 90 to 120 lbs.), shop vacuum, valve wrench, vest, hard hat, cones, confined space man lift (15 lbs.), crank, might-evac crank lift (35 lbs.), hand saw, two-way radio, drill, hand computer, small vehicle.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
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F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input checked="" 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

The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend



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PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	Time	N	S	O	F	C		
Sitting	Up to 80%					X	Operating computer to check and send e-mail, review parts inventory and check orders. Sitting is also performed when operating motor vehicle, dump truck, driving Vector, and when operating back hoe, participating in staff and safety meetings, schedules work and ensures equipment is available, map reading, and plan review.	
Standing	Up to 50%				X		Mapping and review of plan sets, working within vaults, checking wells, lifts, and various areas within substation, operating meters and equipment, digging holes, and flagging.	
Walking	Up to 50%				X		Performed gathering and maneuvering equipment into place, moving dirt, moving valves, moving sewer covers, installing and/or repairing valves and pipes, accessing water mains, operating machinery on Vector truck, accessing various areas of the office, equipment yard, performing contractor compliance checks, and performing jobsite inspections.	

Lifting floor – waist	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), shoveling, and lifting dirt, hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weigh up to 100 lbs.), sewer covers (90 to 120 lbs.)*The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
	N/A	Up to 120 lbs.*	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Lifting waist–shoulder	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to
	N/A	Up to 100 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6		Claim #:				
	East Olympia, WA 98540-0006		Job Title:	Sewer and Waterworks Maintenance Worker			
Phone:	(360) 515-5962		DOT#:	862.281-022			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

						20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
Lifting above shoulder	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
	N/A	Up to 30 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Carry (Dist.)	N	S	O	F	C	Any of the items listed above may also be carried with the exception of the sewer hole covers. This item is typically lifted out of the ground, and rolled to an alternative location exposing the ladder and crawl space.
	N/A	Up to 60 lbs.	5 to 50 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Pushing/ Pulling Force	N	S	O	F	C	Performed when maneuvering pipes, valves, Vactor truck hoses, sewer hole covers, and hand tools. It is also performed when operating a motor vehicle, and when shoveling/digging.
	N/A	Up to 100 lbs.	Up to 60 lbs.	N/A	N/A	

	N	S	O	F	C	
Climbing		X				Climbing ladders (both above and below ground).
Balancing		X				Performed while working in sewer hole, and when climbing ladders, entering/exiting work site equipment, stooping, raising from a kneeling position, and when walking, especially over uneven ground.
Stooping / Bending			X			Performed when troubleshooting in order to identify and isolate pipes—wand may be utilized, and when reading water meters. May involve bending below ground level, and also may be performed when



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6		Claim #:				
	East Olympia, WA 98540-0006		Job Title:	Sewer and Waterworks Maintenance Worker			
Phone:	(360) 515-5962		DOT#:	862.281-022			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

						working in office to access areas below waist.
Twisting			X			Performed when driving to check for traffic conditions, operating the back hoe, checking water quality, working in sewer hole, digging and shoveling, and opening/closing vault lids, sewer covers..
Squatting / Kneeling			X			Performed when troubleshooting in order to isolate water pipes, checking pumps, and testing water quality. This activity is performed approximately three to four times per week. This function may also be performed when working in confined spaces.
Crawling		X				Required when entering small spaces. This is performed on a very seldom basis as most access areas are supplied by ladders, and are not confined enough to require crawling. Climbing in and out of areas underground level would be more a more appropriate term/physical action to describe this function.
Foot Controls			X			Performed when operating motor vehicle, Vactor, back hoe, and other motorized equipment.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

		N	S	O	F	C	
Reaching (Level)	Forward				X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, locating devices, raking water tanks, and utilizing other hand-held equipment all require reaching forward.
	Below Waist			X			Performed when picking up tools and materials from ground level, locating underground pipes, working with pumps, pedestals, and vaults, shoveling and digging, and reviewing plans (from a standing position).
	Above Shoulder		X				Climbing ladders, and when working within open sewers. Working above shoulder may also be required to operate parts of the Vactor truck to access truck components, and various pieces of equipment.
Handle/Grasp					X		Items manipulated include plans, scale, computer mouse, telephone, two-way radio, steering wheel, hand tools, metering equipment, vault lids, ladders,



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Sewer and Waterworks Maintenance Worker
Phone:	(360) 515-5962		DOT#:	862.281-022
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

					motorized equipment, shovel, pedestals, flashlight, keys, pipe marking equipment, entering/exiting vehicles and equipment.
Fine Finger Manipulation			X		Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small parts, utilizing keys, writing reports, and evaluations.
Hand Controls			X		Items maneuvered include Vactor, motor vehicles, two-way radio, and, operating backhoe.
Repetitive Motion		X			Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.
Vibratory Tasks		X			Operation of the jack hammer, Vactor, and backhoe.

	N	S	O	F	C	
Talking					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Hearing					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, testing equipment, and to work within confines spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints, and plans.

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		X				Exposure to Toxic / Caustic			X		



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Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

Mechanical Parts							Chemicals					
Exposure to Explosives		X					Exposure to Radiation	X				

Other: Requires exposure to hazardous conditions: i.e. working in traffic, working at night, entry to confined spaces and deep excavations, excavations in the close proximity to high voltage electric, gas, and other utilities. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

Possible Modificaitons:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

1/31/14

Date

1/31/14

Date



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Sewer and Waterworks Maintenance Worker				
Phone:	(360) 515-5962	DOT#:	862.281-022				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker 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



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Vocational Firm:	PRECISIONARY		Worker:				
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Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- | | | |
|--|---|---|
| <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 |



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		Job Title:	Sewer and Waterworks Maintenance Worker
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
	Job of Injury		Light Duty Position
		Direct/Transferable	
			Training Goal

JOB ANALYSIS

Job Title:	Water/Sewer	DOT Title:	Sewer and Waterworks Maintenance Worker
SVP:	7	DOT #:	862.281-022
GOE:	05.05.03	Type of Industry:	Waterworks

Analyst: Gina Jaeger Dean, BA, CDMS	JA Source: City of Port Orchard
Assigned VRC: Gina Jaeger Dean, BA, CDMS	Contact: Deborah Howard
Date: January 31, 2014	Phone: (360) 876-7014

On-Site
 Interview
 Representative

Essential Functions:

This is a full or part-time position. It is not anticipated that Public Works Employee will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off. The Public Works Employee may from time to time be assigned to function in place of the Public Works Supervisor.

Major Function and Purpose

The Public Works Employee is able to supervise, coordinate and/or participate in the routine maintenance and construction of public works improvements for the City. Incumbent will assist the Public Works Supervisor and the Public Works Director in planning new construction and maintenance projects.

General Function

Employees assigned to this job classification are responsible for the efficient and effective use of equipment, materials and personnel to complete maintenance and construction projects in a timely and cost-effective manner. Work is performed with considerable independence under the direction of the Public Works Supervisor. The Public Works Supervisor and Public Works Employee will evaluate work for quality and timeliness of completed projects through reports, observations and results obtained.

Supervision Responsibilities

Supervision on job sites may be exercised as approved by the Public Works Supervisor. Work involves coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and



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Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

fully participating in all field activities.

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assign, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- Establishes work priorities and changes priorities to meet changed circumstances, with the approval of the Public Works Foreman
- Inspect projects in progress
- Inspect equipment for repairs and safety
- Make recommendations for equipment or modifications to existing equipment
- Train subordinates in proper maintenance procedures and equipment operations
- Assure proper inventory level of materials and parts for maintenance and repair work
- Help to coordinate the activities of the Department with other departments in the city
- Coordinates and participates in such various activities, including but not limited to:
 - installing water, sewer, and storm water pipe systems
 - repair of water, street, parks and sewer projects
 - patching, paving or grading roads
 - constructing and repairing concrete sidewalks
 - street sweeping
 - cleaning or repairing drainage systems
 - cleaning catch basins
 - laying drain pipe
 - brush cutting
 - repairing and installing uniform traffic control devices.
 - snow operations including sanding, plowing and removal
 - minor (carpentry, electrical, plumbing) installation and repair
 - reading and maintaining water meters
 - installing and maintaining hydrants and specialized water system appurtenances
 - installing and maintaining water and wastewater pumps

Job Qualifications and Skills:

Knowledge, Skills and Abilities



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Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements.
- Knowledge of modern supervisory principles and practices.
- Knowledge of occupational hazards and safety precautions applicable to public works projects.
- Knowledge of various metering devices (ie; compound, turbine, positive displacement, impeller)
- Ability to:
 - maintain records and prepare work reports
 - skilled operation of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment appropriate to a given duty responsibility
 - gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field
 - comprehend technical instructions and repair manuals
 - deal courteously and tactfully with the public
 - establish and maintain effective working relations with subordinates, superiors, other department personnel and the public
 - review project plans

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

6 inch valve (35 lbs.), 8 inch valve (50 lbs.), 90 degree elbow (75 lbs.), wells, pumps, chlorination systems, mains, storage, fire hose, rake, shovel, garbage cans, shop rags, man hole hook, sniffer (confined space equipment), Vactor truck, multi-container truck, back hoe, sewer pipe (20 feet = 100 lbs.), water main, fire hydrant, manhole covers (24 inch = 90 to 120 lbs.), shop vacuum, valve wrench, vest, hard hat, cones, confined space man lift (15 lbs.), crank, might-evac crank lift (35 lbs.), hand saw, two-way radio, drill, hand computer, small vehicle.

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 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 checked="" 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



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Involved Body Parts:				
	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend performing these physical demands. Work assignments vary from day to day, and the supervisor may be called out to perform the work of a crew person due to absences, or job requirements

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	Time	N	S	O	F	C		
Sitting	Up to 80%					X	Operating computer to check and send e-mail, review parts inventory and check orders. Sitting is also performed when operating motor vehicle, dump truck, driving Vector, and when operating back hoe, participating in staff and safety meetings, schedules work and ensures equipment is available, map reading, and plan review.	
Standing	Up to 50%				X		Mapping and review of plan sets, working within vaults, checking wells, lifts, and various areas within substation, operating meters and equipment, digging holes, and flagging.	
Walking	Up to 50%				X		Performed gathering and maneuvering equipment into place, moving dirt, moving valves, moving sewer covers, installing and/or repairing valves and pipes, accessing water mains, operating machinery on Vector truck, accessing various areas of the office, equipment yard, performing contractor compliance checks, and performing jobsite inspections.	

	N	S	O	F	C	
Lifting floor – waist	N/A	Up to 120 lbs.*	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), shoveling, and lifting dirt, hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weigh up to 100 lbs.), sewer covers (90 to 120 lbs.)*The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
Lifting	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-



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Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:		
		Claim #:		
		Job Title:	Sewer and Waterworks Maintenance Worker	
Phone:	(360) 515-5962	DOT#:	862.281-022	
Involved Body Parts:				
	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

waist–shoulder	N/A	Up to 100 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
Lifting above shoulder	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
	N/A	Up to 30 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Carry (Dist.)	N	S	O	F	C	Any of the items listed above may also be carried with the exception of the sewer hole covers. This item is typically lifted out of the ground, and rolled to an alternative location exposing the ladder and crawl space.
	N/A	Up to 60 lbs.	5 to 50 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Pushing/ Pulling Force	N	S	O	F	C	Performed when maneuvering pipes, valves, Vactor truck hoses, sewer hole covers, and hand tools. It is also performed when operating a motor vehicle, and when shoveling/digging.
	N/A	Up to 100 lbs.	Up to 60 lbs.	N/A	N/A	

	N	S	O	F	C	
Climbing		X				Climbing ladders (both above and below ground).
Balancing		X				Performed while working in sewer hole, and when climbing ladders, entering/exiting work site equipment, stooping, raising from a kneeling position, and when walking, especially over uneven ground.



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Phone:	(360) 515-5962	DOT#:	862.281-022	
Involved Body Parts:				
	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

Stooping / Bending			X		Performed when troubleshooting in order to identify and isolate pipes—wand may be utilized, and when reading water meters. May involve bending below ground level, and also may be performed when working in office to access areas below waist.
Twisting			X		Performed when driving to check for traffic conditions, operating the back hoe, checking water quality, working in sewer hole, digging and shoveling, and opening/closing vault lids, sewer covers..
Squatting / Kneeling			X		Performed when troubleshooting in order to isolate water pipes, checking pumps, and testing water quality. This activity is performed approximately three to four times per week. This function may also be performed when working in confined spaces.
Crawling		X			Required when entering small spaces. This is performed on a very seldom basis as most access areas are supplied by ladders, and are not confined enough to require crawling. Climbing in and out of areas underground level would be more a more appropriate term/physical action to describe this function.
Foot Controls			X		Performed when operating motor vehicle, Vactor, back hoe, and other motorized equipment.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, locating devices, raking water tanks, and utilizing other hand-held equipment all require reaching forward.
	Below Waist			X		Performed when picking up tools and materials from ground level, locating underground pipes, working with pumps, pedestals, and vaults, shoveling and digging, and reviewing plans (from a standing position).
	Above Shoulder		X			Climbing ladders, and when working within open sewers. Working above shoulder may also be required



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Phone:	(360) 515-5962	DOT#:	862.281-022	
Involved Body Parts:				
	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

						to operate parts of the Vactor truck to access truck components, and various pieces of equipment.
Handle/Grasp					X	Items manipulated include plans, scale, computer mouse, telephone, two-way radio, steering wheel, hand tools, metering equipment, vault lids, ladders, motorized equipment, shovel, pedestals, flashlight, keys, pipe marking equipment, entering/exiting vehicles and equipment.
Fine Finger Manipulation			X			Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small parts, utilizing keys, writing reports, and evaluations.
Hand Controls			X			Items maneuvered include Vactor, motor vehicles, two-way radio, and, operating backhoe.
Repetitive Motion		X				Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.
Vibratory Tasks		X				Operation of the jack hammer, Vactor, and backhoe.

	N	S	O	F	C	
Talking					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Hearing					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, testing equipment, and to work within confines spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints, and plans.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C



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Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
		Claim #:	
		Job Title:	Sewer and Waterworks Maintenance Worker
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

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: Requires exposure to hazardous conditions: i.e. working in traffic, working at night, entry to confined spaces and deep excavations, excavations in the close proximity to high voltage electric, gas, and other utilities. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

Possible Modificaitons:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant
F252-072-000 05-2012

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

1/31/14

Date

1/31/14

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:					
		Claim #:					
		Job Title:	Sewer and Waterworks Maintenance Worker				
Phone:	(360) 515-5962	DOT#:	862.281-022				
Involved Body Parts:							
	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
		Claim #:	
		Job Title:	Sewer and Waterworks Maintenance Worker
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker 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



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
		Claim #:	
		Job Title:	Sewer and Waterworks Maintenance Worker
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- | | | |
|--|---|---|
| <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 |



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Public Works Supervisor
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Public Works Supervisor	DOT Title:	Sewer and Waterworks Maintenance Worker
SVP:	7	DOT #:	862.281-022
GOE:	05.05.03	Type of Industry:	Waterworks
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 22, 2014	Fax:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

This is a full-time position. It is not anticipated the incumbent will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

The Public Works Supervisor is responsible for maximizing use of this department's resources by carefully planning the daily activities of employees and monitoring their progress, solving any problems that arise and assisting on-site as needed. It is anticipated that he/she may be required to attend meetings during other than normal working hours; and the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

General Function

Individuals assigned to this classification schedule jobs, assigns tasks and coordinates all aspects of each operation ensuring safety, efficiency, cost-effectiveness, and timely completion of projects or assignments.

Supervision Responsibilities

The Public Works Supervisor provides direct supervision, ranging from continuous to minimal, to all field personnel, including summer employees and community service volunteers. Work involves assigning project to employees under their direct supervision coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and fully participating in all field activities.



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Public Works Supervisor				
Phone:	(360) 515-5962	DOT#:	862.281-022				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- Planning department projects and operations, determining the appropriate equipment and manpower to use for a given job, estimating a time of completion.
- Prioritizing projects as they are assigned based on relevant information, scheduling them according to urgency, communicating this information to employees and contractors, other departments and to the public.
- Assigning daily tasks to employees, assessing the best employees and equipment to utilize for particular tasks, addressing problems as they arise on site, clearly explaining tasks to employees.
- Preparing reports as needed, including time distribution sheets and job cost reports.
- Providing general supervision to public works employees, answering questions and helping to resolve problems, maintaining morale and sense of accomplishment among employees as they perform duties.
- Monitoring the amount of time spent by personnel on a given task or project, verifying employee time sheets, confirming and approving overtime, coordinating comp. time and vacation time.
- Ordering new materials as needed to complete various water, sewer and street maintenance projects, purchasing tools, approving expenditures by other employees.
- Addressing questions and concerns from the public, maintaining liaison with other municipal departments, communicating with employees and superiors regarding Public Works Department operations.
- Performing labor on-site, filling in and assisting employees with tasks as needed.
- Analyzes and evaluates the operational and maintenance functions of the assigned section
- Establishes work priorities and changes priorities to meet changed circumstances.
- Manage and inspects projects in progress
- Inspects equipment for repairs and safety
- Makes recommendations for equipment or modifications to existing equipment
- Trains subordinates in proper maintenance procedures and equipment operations
- Assures proper inventory level of materials and parts for maintenance and repair work
- Coordinates the activities of the Department with other departments in the city
- Coordinates and participates in such various activities, including but not limited to:
 - installing water, sewer, and storm water pipe systems
 - repair of water, street, parks and sewer projects
 - patching, paving or grading roads
 - constructing concrete sidewalks
 - street sweeping
 - cleaning or repairing drainage systems



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Public Works Supervisor
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- cleaning catch basins
- laying drain pipe
- constructing and repairing concrete sidewalks and curbing
- brush cutting
- repairing and installing uniform traffic devices
- snow operations including sanding, plowing and removal
- minor (carpentry, electrical, plumbing) installation and repair
- reading and maintaining water meters
- maintain and repair over-water floats and piers

Job Qualifications and Skills:

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements.
- Knowledge of modern supervisory principles and practices.
- Knowledge of occupational hazards and safety precautions applicable to public works projects.
- Knowledge of various metering devices (ie; compound, turbine, positive displacement, impeller)
- Ability to:
 - maintain records and prepare work reports
 - operate all light and heavy equipment used by the city
 - gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field
 - comprehend technical instructions and repair manuals
 - deal courteously and tactfully with the public
 - establish and maintain effective working relations with subordinates, superiors, other department personnel and the public

The Public Works Supervisor must be able to communicate effectively both verbally and in writing. Should possess good judgment and the ability to make decisions without supervision. Excellent leadership skills, and the capability to deal with the public in a professional and courteous manner.

Recruiting Requirements

- Water Manager II certifications
- Valid WA State driver's license, with ability to attain a Class B commercial endorsement and a driving record acceptable to the City's insurance carrier
- High School Diploma



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Public Works Supervisor				
Phone:	(360) 515-5962	DOT#:	862.281-022				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- Valid Traffic Flagging Control Certification
- Valid First Aid Certification
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

- Ten years experience with municipal public works projects and field operations.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

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

6 inch valve (35 lbs.), 8 inch valve (50 lbs.), 90 degree elbow (75 lbs.), wells, pumps, chlorination systems, mains, storage, fire hose, rake, shovel, garbage cans, shop rags, man hole hook, sniffer (confined space equipment), Vactor truck, multi-container truck, back hoe, sewer pipe (20 feet = 100 lbs.), water main, fire hydrant, manhole covers (24 inch = 90 to 120 lbs.), shop vacuum, valve wrench, vest, hard hat, cones, confined space man lift (15 lbs.), crank, might-evac crank lift (35 lbs.), hand saw, two-way radio, drill, hand computer, small vehicle.

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 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 checked="" 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

The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend performing these physical demands. Work assignments vary from day to day, and the supervisor may be called out to perform the work of a crew person due to absences, or job requirements



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Public Works Supervisor
Phone:	(360) 515-5962		DOT#:	862.281-022
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	Time	N	S	O	F	C		
Sitting	Up to 80%					X	Operating computer to check and send e-mail, attending meetings, preparing work reports, reviewing employee files, review parts inventory and check orders. Sitting is also performed when operating motor vehicle, dump truck, driving Vactor, and when operating back hoe, participating in staff and safety meetings, schedules work and ensures equipment is available, map reading, and plan review.	
Standing	Up to 35%			X			Mapping and review of plan sets, working within vaults, checking wells, lifts, and various areas within substation, operating meters and equipment, digging holes, and flagging.	
Walking	Up to 35%			X			Performed gathering and maneuvering equipment into place, moving dirt, moving valves, moving sewer covers, installing and/or repairing valves and pipes, accessing water mains, operating machinery on Vactor truck, accessing various areas of the office, equipment yard, performing contractor compliance checks, and performing jobsite inspections.	

Lifting floor – waist	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), shoveling, and lifting dirt, hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weigh up to 100 lbs.)*, sewer covers (90 to 120 lbs.)*.The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
	N/A	Up to 60 lbs.*	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Lifting waist–shoulder	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of
	N/A	Up to 60 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6		Claim #:				
	East Olympia, WA 98540-0006		Job Title:	Public Works Supervisor			
Phone:	(360) 515-5962		DOT#:	862.281-022			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

						pipe (20 ft. of sewer pipe may weigh up to 100 lbs.)*. The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
Lifting above shoulder	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weigh up to 100 lbs.)*. The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
	N/A	Up to 30 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Carry (Dist.)	N	S	O	F	C	Any of the items listed above may also be carried with the exception of the sewer hole covers. This item is typically lifted out of the ground, and rolled to an alternative location exposing the ladder and crawl space.
	N/A	Up to 60 lbs.	5 to 50 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Pushing/ Pulling Force	N	S	O	F	C	Performed when maneuvering pipes, valves, Vector truck hoses, sewer hole covers, and hand tools. It is also performed when operating a motor vehicle, and when shoveling/digging.
	N/A	Up to 60 lbs.	Up to 60 lbs.	N/A	N/A	

*Anything over 60 lbs. requires additional assistance from coworkers, or the use of a hand truck.

	N	S	O	F	C	
Climbing		X				Climbing ladders (both above and below ground).
Balancing		X				Performed while working in sewer hole, and when climbing ladders, entering/exiting work site equipment, stooping, raising from a kneeling position, and when walking, especially over uneven ground.
Stooping / Bending			X			Performed when troubleshooting in order to identify and isolate pipes—wand may be utilized, and when reading water meters. May involve bending below ground level, and also may be performed when working in office to access areas below waist.



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Public Works Supervisor
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

Twisting			X		Performed when driving to check for traffic conditions, operating the back hoe, checking water quality, working in sewer hole, digging and shoveling, and opening/closing vault lids, sewer covers..
Squatting / Kneeling			X		Performed when troubleshooting in order to isolate water pipes, checking pumps, and testing water quality. This activity is performed approximately three to four times per week. This function may also be performed when working in confined spaces.
Crawling		X			Required when entering small spaces. This is performed on a very seldom basis as most access areas are supplied by ladders, and are not confined enough to require crawling. Climbing in and out of areas underground level would be more a more appropriate term/physical action to describe this function.
Foot Controls			X		Performed when operating motor vehicle, Vector, back hoe, and other motorized equipment.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, locating devices, raking water tanks, and utilizing other hand-held equipment all require reaching forward.
	Below Waist			X		Performed when picking up tools and materials from ground level, locating underground pipes, working with pumps, pedestals, and vaults, shoveling and digging, and reviewing plans (from a standing position).
	Above Shoulder		X			Climbing ladders, and when working within open sewers. Working above shoulder may also be required to operate parts of the Vector truck to access truck components, and various pieces of equipment.
Handle/Grasp					X	Items manipulated include plans, scale, computer mouse, telephone, two-way radio, steering wheel, hand tools, metering equipment, vault lids, ladders, motorized equipment, shovel, pedestals, flashlight,



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Public Works Supervisor
Phone:	(360) 515-5962		DOT#:	862.281-022
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

					keys, pipe marking equipment, entering/exiting vehicles and equipment.
Fine Finger Manipulation			X		Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small parts, utilizing keys, writing reports, and evaluations.
Hand Controls			X		Items maneuvered include Vactor, motor vehicles, two-way radio, and, operating backhoe.
Repetitive Motion		X			Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.
Vibratory Tasks		X			Operation of the jack hammer, Vactor, and backhoe.

	N	S	O	F	C	
Talking					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Hearing					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, testing equipment, and to work within confines spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints, and plans.

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		



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Public Works Supervisor
Phone:	(360) 515-5962		DOT#:	862.281-022
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

Exposure to Explosives		X				Exposure to Radiation	X			
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Other: Requires exposure to hazardous conditions: i.e. working in traffic, working at night, entry to confined spaces and deep excavations, excavations in the close proximity to high voltage electric, gas, and other utilities. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

Possible Modificaitons:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant
F252-072-000 05- 2012

2/12/14

Date

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

2/12/14

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Public Works Supervisor
Phone:	(360) 515-5962	DOT#:	862.281-022
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:
Anticipated release date: _____
Treatment plan: _____
- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Streets/Storm Drain Worker
Phone:	(360) 515-5962	DOT#:	862.281-022/869.664-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Streets/Storm Drain Worker	DOT Title:	Pipe Fitter/Construction Worker I
SVP:	7/4	DOT #:	862.281-022/869.664-014
GOE:	05.05.03/05.10.01	Type of Industry:	Waterworks/Construction
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	Fax:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

This is a full or part-time position. It is not anticipated that Public Works Employee will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off. The Public Works Employee may from time to time be assigned to function in place of the Public Works Supervisor.

Major Function and Purpose

The Public Works Employee is able to supervise, coordinate and/or participate in the routine maintenance and construction of public works improvements for the City. Incumbent will assist the Public Works Supervisor and the Public Works Director in planning new construction and maintenance projects.

General Function

Employees assigned to this job classification are responsible for the efficient and effective use of equipment, materials and personnel to complete maintenance and construction projects in a timely and cost-effective manner. Work is performed with considerable independence under the direction of the Public Works Supervisor. The Public Works Supervisor and Public Works Employee will evaluate work for quality and timeliness of completed projects through reports, observations and results obtained.

Supervision Responsibilities

Supervision on job sites may be exercised as approved by the Public Works Supervisor. Work involves coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and fully participating in all field activities.

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assign, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Streets/Storm Drain Worker
Phone:	(360) 515-5962	DOT#:	862.281-022/869.664-014
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Establishes work priorities and changes priorities to meet changed circumstances, with the approval of the Public Works Supervisor
- Inspect projects in progress
- Inspect equipment for repairs and safety
- Make recommendations for equipment or modifications to existing equipment
- Train subordinates in proper maintenance procedures and equipment operations
- Assure proper inventory level of materials and parts for maintenance and repair work
- Help to coordinate the activities of the Department with other departments in the city
- Coordinates and participates in such various activities, including but not limited to:
 - installing water, sewer, and storm water pipe systems
 - repair of water, street, parks and sewer projects
 - patching, paving or grading roads
 - constructing and repairing concrete sidewalks
 - street sweeping
 - cleaning or repairing drainage systems
 - cleaning catch basins
 - laying drain pipe
 - brush cutting
 - repairing and installing uniform traffic control devices.
 - snow operations including sanding, plowing and removal
 - minor (carpentry, electrical, plumbing) installation and repair
 - reading and maintaining water meters
 - installing and maintaining hydrants and specialized water system appurtenances
 - installing and maintaining water and wastewater pumps

Job Qualifications and Skills:

Knowledge, Skills, and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements.
- Knowledge of modern supervisory principles and practices.
- Knowledge of occupational hazards and safety precautions applicable to public works projects.
- Knowledge of various metering devices (ie; compound, turbine, positive displacement, impeller)
- Ability to:
 - maintain records and prepare work reports
 - skilled operation of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Streets/Storm Drain Worker
Phone:	(360) 515-5962	DOT#:	862.281-022/869.664-014
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

appropriate to a given duty responsibility

- gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field
- comprehend technical instructions and repair manuals
- deal courteously and tactfully with the public
- establish and maintain effective working relations with subordinates, superiors, other department personnel and the public
- review project plans

Contacts and Relationships

Requirements in this position include contact with and directing the work activities of other city personnel. The Public Works Employee must also be able to deal with the general public for the effective coordination of work and for resolving problems. Work requirements will include the skilled operation and normal maintenance of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment appropriate to a given duty assignment.

Work Conditions

Work is performed indoors and outdoors. Employee may need to work in confined spaces and will be required to work on ladders, inclines, and in noisy work areas. He/she may be exposed to extremes in temperature, chemicals, or noxious fumes. Employee may be required to wear protective clothing or equipment in the performance of duties. All employees who are required to have and maintain a CDL are subject to Drug and Alcohol Testing as mandated by the Federal Omnibus Transportation Act of 1991 and the Drug Free Workplace Act of 1989.

Recruiting Requirements

- Valid Washington State driver's license, with ability to attain a Class B commercial endorsement
- Possession of or ability to obtain a Water Distribution Specialist I Certification from the Washington State Health Department within 12 months of employment with a driving record acceptable to the City's insurance carrier
- High school diploma
- Approximately 5 years of responsible experience at an equivalent level
- Approximately 5 years' experience as a truck driver, equipment operator, or supervisor in a work environment similar to a municipal public works department
- All city employees must successfully pass pre-employment Drug and Alcohol Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some



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requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

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

Multifunction truck (road sprayer, street sweeper, snow plow), dump trucks, hole digger, Vactor truck, cylinders and hoses weighing up to 42 lbs (for Vactor truck), back hoe, drain pipe (various sizes and weights), manhole covers (24 inch = 90 to 120 lbs.), storm drain covers, material compacters, shop vacuum, vest, hard hat, cones, confined space harness and lift (35 lbs.), hand saw, two-way radio, drill, fire hose, rake, shovel, garbage cans, shop rags, manhole hole hook, sniffer (confined space equipment), bag of concrete (60 lbs.), pneumatically operated paint sprayer, road signs

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 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 checked="" 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

The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend performing these physical demands. Work assignments vary from day to day, and the supervisor may be called out to perform the work of a crew person due to absences, or job requirements

PHYSICAL DEMANDS	Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 40%				X		Utilize technology to check storm drain inventories, fill out work orders, and check e-mail. Sitting is also performed when operating motor vehicle, street repair equipment, dump truck, driving Vactor, and when operating back hoe, participating in staff and safety meetings, schedules work and ensures equipment is available, map reading, and plan review.
Standing	Up to 50%				X		Working within drains, storm lines, water ways, ditches, sewer, and electrical lines, operating pumps and equipment, and flagging. Standing is also performed when repairing cracks in asphalt, and when painting curbs, and when laying out stencils for cross-walks.



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Walking	Up to 50%			X		Performed when supervising temporary or seasonal crews, gathering and maneuvering equipment into place, accessing drains, operating machinery on Vector truck, striping streets, painting curbs, and other areas such as cross-walks, accessing various areas of the office, equipment yard, and performing jobsite inspections.
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	N	S	O	F	C	
Lifting floor – waist	N/A	Up to 60 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	Bags of cement (up to 60 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of drain pipe may weigh up to 100 lbs.), manhole covers (90 to 120 lbs.).*The manhole covers are rarely lifted off the ground. Typically, they are lifted out of the hole with a hook exerting approximately 75 lbs. of force, and rolled to an alternative location to expose the area below ground surface. Seasonal lifting includes installing holiday decorations, setting holiday tree, and installing holiday lights.
Lifting waist–shoulder	N/A	Up to 60 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	Bags of cement (up to 60 lbs.), jack hammer (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, etc.), various sizes and shapes of pipe (20 ft. of drain pipe may weigh up to 100 lbs.), manhole covers (90 to 120 lbs.).*The manhole covers are rarely lifted off the ground. Typically, they are lifted out of the hole with a hook exerting approximately 75 lbs. of force, and rolled to an alternative location to expose the area below ground surface. Seasonal lifting includes installing holiday decorations, setting holiday tree, and installing holiday lights.
Lifting above shoulder	N/A	Up to 30 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	Bags of cement (up to 60 lbs.), jack hammer (30 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, etc.), various sizes and shapes of pipe (20 ft. of drain pipe may weigh up to 100 lbs.), manhole



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Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

						covers (90 to 120 lbs.)*The manhole covers are rarely lifted off the ground. Typically, they are lifted out of the hole with a hook exerting approximately 75 lbs. of force, and rolled to an alternative location to expose the area below ground surface. Seasonal lifting includes installing holiday decorations, setting holiday tree, and installing holiday lights.
Carry (Dist.)	N	S	O	F	C	Any of the items listed above may also be carried with the exception of the manhole covers. This item is typically lifted out of the ground, and rolled to an alternative location exposing the ladder and crawl space. Seasonal carrying includes installing holiday decorations, setting holiday tree, and installing holiday lights.
	N/A	Up to 60 lbs.	5 to 50 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Pushing/ Pulling Force	N	S	O	F	C	Performed when maneuvering pipes, pumps, Vector truck hoses, manhole covers, squeegee, paint roller, shovel, broom, and hand tools. It is also performed when operating a motor vehicle.
	N/A	Up to 100 lbs.	Up to 60 lbs.	N/A	N/A	

Although some items may weigh in excess of 60 lbs., workers are not required to perform these lifts by themselves, and may ask for assistance. Sewer covers are often lifted from the street level, then rolled aside in order to access sewers.

	N	S	O	F	C	
Climbing				X		Climbing ladders (both above and below ground), and when entering/exiting vehicles.
Balancing		X				Performed while working in storm drain, and when climbing ladders, entering/exiting work site equipment, stooping, raising from a kneeling position, and when walking, especially over uneven ground.
Stooping / Bending				X		Performed when troubleshooting in order to identify and locate pipes – wand may be utilized. Performed when striping, spraying pavement markings, installing signs, cleaning drains, and painting curbs. May involve bending below ground level, and also may be performed when working in office to access areas below waist.
Twisting				X		Performed when driving to check for traffic conditions, operating the back hoe, working in manhole, shoveling, and opening/closing vault lids, manhole covers.
Squatting / Kneeling				X		Performed when troubleshooting in order to locate



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					water pipes, checking pumps, and testing storm water quality. This activity is performed periodically. This function may also be performed when working in confined spaces.
Crawling		X			Required when entering small spaces. This is performed on a very seldom basis as most access areas are supplied by ladders, and are not confined enough to require crawling.
Foot Controls			X		Performed when operating motor vehicle, Vector, back hoe, and other motorized equipment.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, locating devices, raking trash racks, changing storm drain filters, and utilizing other hand-held equipment all require reaching forward. Seasonal decoration installation also requires reaching forward.
	Below Waist			X		Performed when picking up tools and materials from ground level, locating underground pipes, working with pumps, drain covers, and vaults, digging, and reviewing plans (from a standing position). Seasonal decoration installation also requires reaching below waist.
	Above Shoulder			X		Climbing ladders, and when working within open drains. Working above shoulder may also be required to operate parts of the Vector truck to access truck components, and various pieces of equipment. Seasonal decoration installation also requires reaching above shoulder height.
Handle/Grasp					X	Items manipulated include plans, scale, computer mouse, telephone, two-way radio, steering wheel, hand tools, metering equipment, vault lids, ladders, motorized equipment, shovel, drain covers, flashlight, vault keys, pipe marking equipment, entering/exiting vehicles and equipment.
Fine Finger Manipulation			X			Performed when keyboarding, and utilizing



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					computerized equipment. This function may also be required when working with small parts, utilizing vault keys, writing reports, and evaluations.
Hand Controls				X	Items maneuvered include Vactor, motor vehicles, two-way radio, and, operating backhoe, tar trailer, paint sprayer, side mower, dump trucks, and jack hammer.
Repetitive Motion			X		Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.
Vibratory Tasks			X		Operation of the jack hammer, Vactor, backhoe, and dump truck, street sweeper, snow plow

	N	S	O	F	C	
Talking					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Hearing					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, testing equipment, and to work within confines spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints, and plans.

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			X			Exposure to Toxic / Caustic			X		



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Mechanical Parts							Chemicals					
Exposure to Explosives		X					Exposure to Radiation	X				

Other: Requires exposure to hazardous conditions: i.e. working in traffic, working at night, entry to confined spaces and deep excavations, excavations in the close proximity to high voltage electric, gas, and other utilities. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

2/12/14

2/12/14



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Vocational Consultant

Date

Vocational Consultant

Date



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MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Parks/Buildings/Grounds Serviceperson
Phone:	(360) 515-5962	DOT#:	406.687-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Parks/Buildings/Grounds Serviceperson I	DOT Title:	Landscape Specialist
SVP:	2	DOT #:	406.687-010
GOE:	03.04.04	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	Fax:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

This is a full or part-time position. It is not anticipated that he/she will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

Under general direction of the Public Works Supervisor or others as assigned, the parks employee is primarily responsible for landscape and building maintenance in municipal parks so that they are clean and attractive at all times.

General Function

Employee must have adequate knowledge of turf maintenance and be capable of trimming and pruning shrubbery. Responsible for the ongoing maintenance and appearance of city properties to ensure that they are attractive, clean, safe, and suitable for use by the public.

Supervision Responsibilities

Work direction of others on job sites may be exercised as approved by the Public Works Supervisor. Work involves assigning projects to subordinates, coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and fully participating in all field activities. May direct work activities of seasonal workers.

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level



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X	Job of Injury	Light Duty Position	Direct/Transferable
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of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Performs a wide variety of specific tasks, to include:
 - Cleaning equipment or areas using appropriate tools
 - Grooming and watering lawns and ornamental landscape areas
 - Applying weed killing chemicals
 - Trimming shrubbery
 - Performing all other aesthetic maintenance upon the city parks
 - Keeping buildings at parks and other city facilities in clean and in functional order
 - Performing routine inspections, repairs and maintenance on park and playground equipment, as needed
- Operates and competently uses a variety of tools and power equipment to perform job functions, including heavy equipment, power driven machinery, rotating machinery, and hand tools
- Repairs park structures, mowing and landscaping city parks and public grounds, installing underground irrigation systems, cleaning, painting and performing routine maintenance to public areas as required
- Digs up ground for flower beds, etc., using a pick, shovel, spade or other tools
- Moves debris, dirt or other material from one place to another using a shovel, rake or other tool
- Uses common hand tools, such as a hammer, saw, screwdriver or similar tools
- Performs other duties that is directed or assigned

Job Qualifications and Skills:

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Keen sense of attention to detail
- Ability to maintain plants and lawns in an aesthetically pleasing manner
- Ability to deal with the public
- Ability to read and comprehend instructions

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

Tractor mowers, walk behind gas powered mowers, motorized lift, ladders, clippers, trimmers, shovel, gas powered weed eaters (32 lbs.), chain saw, gas powered edgers (52 lbs.), four gallon sprayer (weight vary depending upon contents), five gallon (weights vary depending upon contents, backpack blowers (22 lbs to 28 lbs.)safety glasses, gloves, ear protection, safety vest, 1.67 gallon container of weed killer (12-14 lbs.), 2.5 gallon container of herbicide (up to 20 lbs.), bags of concrete (60-80 lbs.), 5 gallon bucket of paint (50 lbs.), 1 gallon bucket of paint (10 lbs.), paint brushes and supplies, tie down straps, sprayers, sheetrock screws, screws, drill bits, table saw, mitre saw, hand saw, Sawzall, reciprocating saw, vacuum, hammer, nails, spreaders, hoses of various lengths, extension poles, dump truck, bush whacker, tamper



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Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

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 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 checked="" 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

The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend performing these physical demands. Work assignments vary from day to day, and the supervisor may be called out to perform the work of a crew person due to absences, or job requirements

PHYSICAL DEMANDS	Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 10%			X			Operating computer to check and send e-mail, review parts inventory and check orders. Sitting is also performed when operating motor vehicle, town owned or rented machinery, and tractor mowers. Sitting may also be performed during staff and safety meetings.
Standing	Up to 50%				X		Mapping and review of plan sets, checking fluids, belts, and sharpening blades on maintenance equipment, weeding, planting, flagging, painting, applying Round-up, and fertilizer, pruning, trimming, measuring, and utilizing saws.
Walking	Up to 50%				X		Checking fluids, belts, and sharpening blades on maintenance equipment, weeding, planting, flagging, painting, applying Round-up, and fertilizer, pruning, trimming, measuring, and utilizing saws, operating push mower, edger, backpack blower, when applying weed herbicides.

The physical demand functions listed above do not always equal 100%. There are days the worker may perform more sitting than standing, more standing than walking, or some combination thereof. The amounts listed above are estimations of the maximum amount of time a worker will spend in one activity on any given day.

Lifting floor – waist	N	S	O	F	C	Items lifted include hand tools, shovels, rakes, hoes, 1.67 gallon of Round-up, 2.5 gallon herbicide, tie down straps, sprayers, drill, drill bits, table saw,
	N/A	Up to 60	5 to 52 lbs.	Up to 15 lbs.	Up to 5 lbs.	



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Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

		lbs.*				
						mitre saw, hand saw, Sawzall, reciprocating saw, vacuum, Solo four gallon sprayer, five gallon Shindaiwa sprayer, five and one gallon buckets of paint, rollers, paint brushes, chain saw, edger, weed eater, 32 gallon containers of grass seed (maneuvered, not necessarily lifted), bag of fertilizer, Town decorations
Lifting waist-shoulder	N	S	O	F	C	Items lifted include hand tools, shovels, rakes, hoes, 1.67 gallon pesticide, 2.5 gallon herbicide, tie down straps, sprayers, drill, drill bits, table saw, mitre saw, hand saw, Sawzall, reciprocating saw, vacuum, Solo four gallon sprayer, five gallon prayer, five and one gallon buckets of paint, rollers, paint brushes, chain saw, edger, weed eater, 32 gallon containers of grass seed (maneuvered, not necessarily lifted), bag of fertilizer, play ground equipment, benches, Town decorations
	N/A	Up to 60 lbs.	5 to 52 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Lifting above shoulder	N	S	O	F	C	Items lifted include hand tools, shovels, rakes, hoes, 1.67 gallon of Round-up, 2.5 gallon herbicide, tie down straps, sprayers, drill, drill bits, table saw, mitre saw, hand saw, Sawzall, reciprocating saw, vacuum, Solo four gallon sprayer, five gallon sprayer, five and one gallon buckets of paint, rollers, paint brushes, chain saw, edger, weed eater, 32 gallon containers of grass seed (maneuvered, not necessarily lifted), bag of fertilizer, Town decorations
	N/A	Up to 52 lbs.	5 to 52 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Carry (Dist.)	N	S	O	F	C	Any of the items listed above may also be carried with the exception of the 32 gallon bucket of grass seed. This item is typically maneuvered over the ground, and rolled to an alternative location, playground equipment, benches, Town decorations, paint equipment and supplies
	N/A	Up to 60 lbs.	5 to 52 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Pushing/ Pulling Force	N	S	O	F	C	Performed when maneuvering motor vehicles, lawn tractors, lawn mowers, weed eaters, edgers, sprayers, paint roller, paint brush, rake, shovel, and broom.
	N/A	Up to 100 lbs.	Up to 60 lbs.	N/A	N/A	



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Parks/Buildings/Grounds Serviceperson
Phone:	(360) 515-5962		DOT#:	406.687-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

	N	S	O	F	C	
Climbing		X				Climbing ladders (both above and below ground).
Balancing		X				Performed while pruning trees, changing light bulbs, and when painting via ladder. The worker is constantly balancing when working at heights..
Stooping / Bending				X		Performed when performing maintenance and repair functions on landscaping equipment such as mowers, edger, back pack blowers, etc. It is also performed when weeding, and planting new items.
Twisting			X			Performed when cleaning bathrooms, sweeping and mopping floors, driving to check for traffic conditions, operating the lawn tractor, checking equipment fluids, working in tight spaces, blowing leaves, and when trimming hedges, grass edges, shoveling, and when raking, painting, taping.
Squatting / Kneeling			X			Required when performing maintenance and janitorial duties, checking equipment fluids, working in tight spaces, blowing leaves, and when trimming hedges, grass edges, shoveling, and when raking.
Crawling		X				Required when entering small spaces, when weeding, and planting outdoor materials.
Foot Controls			X			Performed when operating motor vehicle, and lawn tractor.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, working with edgers. push mowers, back pack blower handles, hand tools, power tools, saws, hammers, sprayers, fertilizer spreaders, etc., installing Christmas lights and other Town decorations.
	Below Waist			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, working with edgers. push mowers, back pack blower handles, hand tools, power tools, saws, hammers, sprayers, fertilizer spreaders, etc.



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6		Claim #:				
	East Olympia, WA 98540-0006		Job Title:	Parks/Buildings/Grounds Serviceperson			
Phone:	(360) 515-5962		DOT#:	406.687-010			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Above Shoulder		X				Climbing ladders, pruning, performing janitorial duties (cleaning mirrors, walls, etc. in bathrooms), changing light bulbs, hanging Christmas decorations.
Handle/Grasp					X	Items manipulated include plans, computer mouse, telephone, two-way radio, steering wheel, hand tools, landscape maintenance equipment (rakes hoes, shovels, blowers, edgers, trimmers, lawn mowers, etc.), ladders, motorized equipment, flashlight, keys, broom, mop, dust pan, saws, electric tools, entering/exiting vehicles and other equipment, shoveling, painting, operating weed whacker.
Fine Finger Manipulation			X			Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small parts, utilizing keys, and documenting information.
Hand Controls				X		Items maneuvered include lawn tractor, push mower, edger, weed eater, electrical saws, electrical equipment, motor vehicles, two-way radio, and, operating backhoe.
Repetitive Motion				X		Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground, painting, trimming, weed whacking.
Vibratory Tasks		X				Operation of edger, backpack blower, lawn tractor.

	N	S	O	F	C	
Talking					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Hearing					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, testing equipment, and to work within confines spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints, and plans.



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Parks/Buildings/Grounds Serviceperson
Phone:	(360) 515-5962		DOT#:	406.687-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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: Requires exposure to hazardous conditions: i.e. working in traffic, working at night. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

Possible Modificaitons:

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Parks/Buildings/Grounds Serviceperson
Phone:	(360) 515-5962	DOT#:	406.687-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Parking Enforcement Officer
Phone:	(360) 515-5962	DOT#:	375.587-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Public Service Officer – Parking Enforcement	DOT Title:	Parking Enforcement Officer
SVP:	2	DOT #:	375.587-010
GOE:	04.02.02	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The Public Service Officer position may be either full time or part time. He/she may be required to be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

This is a non-sworn, non-peace officer position with the responsibility for enforcement of the City's parking ordinances. It also involves assistance with public safety functions including traffic control and crime prevention.

General Function

This is specialized work to fairly and impartially enforce parking regulations, direct traffic when needed and other crime prevention duties as requested. The position reports directly to the Police Sergeant and interacts with other departments.

Supervision Responsibilities

This is a non-supervisory position.

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Monitors the city for illegally parked vehicles on public roads and city lots, remaining alert for abandoned, stolen, unlicensed vehicles, and either issuing citations or referring to police officers when necessary.
- Monitors quasi-public property such as shopping center parking lots for compliance with handicapped



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Parking Enforcement Officer
Phone:	(360) 515-5962	DOT#:	375.587-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- and fire lane parking including both illegal parking and proper posting of parking stalls.
- Completes required reports, affidavits, logs and forms on a daily basis and prepares for and testifies in court.
- Coordinates the impoundment of abandoned or illegally parked vehicles.
- Directs traffic at collisions, crime scenes, special events, or other locations as requested.
- Assists with public safety functions such as crime prevention meetings, council packet delivery, transport of equipment, supplies and documents.
- Conduct vacation checks.
- Assists officers with other tasks as needed which do not require a sworn police officer.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Learn traffic procedures, terminology, and related regulations.
- Work independently and make appropriate decisions regarding methods and priorities of enforcement.
- Safely operate a three-wheel vehicle and other police vehicles.
- Communicate effectively with the city staff and the general public, including hostile persons and people in stressful situations. Verbally present ideas and information in a clear and concise manner.
- Communicate effectively using a police radio system.
- Prepare legible, accurate written reports.
- Exercise discretion in regulating daily activities and in using limited enforcement powers.
- Work under limited supervision and use independent judgment. Foster cooperative work relationships with those individuals contacted in the performance of required duties.
- Understand and comply with all police department policies and procedures as well as local, state and federal laws
- Knowledge and operation of office equipment including computers and various software applications
- Interpret federal, state, county, and city laws and regulations.
- Recognize public and personal safety and health hazards.
- Work on various shifts and hours as required.
- Certified in first aid and CPR or become so after employment.

Working Conditions

The Public Service Officer may either work indoors or outdoors as required. Outdoor work environment requires operation of motor vehicle. The Employee may be exposed to extremes in temperature, noxious fumes, and loud noises. This employee is required to wear a Public Service Officer uniform.

Physical Requirements

- Able to repeatedly enter and exit vehicle numerous times during the work shift



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Parking Enforcement Officer
Phone:	(360) 515-5962	DOT#:	375.587-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Able to walk, bend, stoop, reach and run
- Able to read vehicle license tabs at a distance of 25 feet
- Able to work outdoors in inclement weather and various temperatures
- Able to stand for prolonged periods of times

Contacts and Relationships

The Public Service Officer will have extensive contact with citizens of the community, various city departments and their personnel, law enforcement, and court personnel. The employee will comply with all police department policies, procedures and directives including the Police Code of Ethics.

Recruiting Requirements

- High School diploma or GED
- Must be 21 years of age at time of application
- Must be a United States Citizen
- Write and speak English fluently
- Valid Washington driver's license or ability to obtain one prior to employment.
- One year of parking enforcement experience desirable or any combination of education and experience which provides the applicant with the skills, knowledge, and ability required to perform the work.
- Must have or acquire within one year of hiring any mandatory training required by the City and/or the State.
- An exemplary driving record
- Must be bondable
- Successfully pass a thorough background investigation including polygraph, psychological, and medical examination.
- All city employees must successfully pass a pre-employment Drug Test as prescribed by the City's Drug and Alcohol Testing Policy.

The Parking Enforcement Officer must possess or be qualified and able to attain:

- Washington State Drivers License
- First Aid/CPR Certification
- Port Orchard Police Limited Commission Card

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Parking Enforcement Officer
Phone:	(360) 515-5962	DOT#:	375.587-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Motor vehicle (motorized scooter), cellular phone, two-way radio, writing utensil, clipboard, citation pad

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

PHYSICAL DEMANDS	% Time	FREQUENCY						ACTIVITY DESCRIPTION
		N	S	O	F	C		
Sitting	50%				X		Operating motorized scooter. Sitting at guard shack outside county courthouse parking lot.	
Standing	20%			X			Standing next to vehicle to read license plate information, and to issue citation.	
Walking	30%			X			Maneuvering to and from motorized vehicle in order to inspect vehicles, and to place citation in windshield. The worker is entering and exiting the motorized scooter on a frequent basis throughout an eight hour shift.	

The position requires alternate standing and walking throughout the entire work shift. The individual is entering and exiting the vehicle, walking to vehicles, standing to issue citations, and place them on vehicle windshields, and returning to vehicle to patrol various areas within the City. Walking is performed on concrete, and asphalt surfaces.

Lifting floor – waist	N	S	O	F	C	Not required.
	X	X	X	X	X	
Lifting	N	S	O	F	C	Clipboard, citation book, two-way radio, cellular phone.



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Parking Enforcement Officer
Phone:	(360) 515-5962		DOT#:	375.587-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

waist-shoulder	X	X	X	Up to 5 lbs.	X	
Lifting above shoulder	N	S	O	F	C	Not required.
	X	X	X	X	X	
Carry (Dist.)	N	S	O	F	C	Clipboard, citation book, two-way radio, cellular phone.
	X	X	X	Up to 5 lbs.	X	
Pushing/ Pulling	N	S	O	F	C	Opening/closing doors, steering wheel to operate motorized scooter.
	X	X	X	Up to 10 lbs.	X	

	N	S	O	F	C	
Climbing				X		In and out of motorized scooter
Balancing		X				Climbing stairs
Stooping / Bending				X		Entering and exiting motorized scooter
Twisting				X		Entering and exiting motorized scooter
Squatting / Kneeling	X					Not required.
Crawling	X					Not required.
Foot Controls				X		Operating motorized scooter

	N	S	O	F	C	
Reaching (Level)	Forward			X		Operating motorized scooter, issuing citation
	Below Waist	X				Not required.
	Above Shoulder		X			Adjusting visor in motorized scooter.
Handle/Grasp					X	Operating motorized scooter, handling clipboard and writing utensil, issuing citation, operating cellular phone and two-way radio
Fine Finger Manipulation		X				Operating computer, checking e-mail
Hand Controls				X		Operating motorized scooter, two-way radio, cellular phone
Repetitive Motion	X					Not required
Vibratory Tasks	X					Not required



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Parking Enforcement Officer
Phone:	(360) 515-5962		DOT#:	375.587-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

	N	S	O	F	C	
Talking				X		Communicating with patrons, using two-way radio and cellular phone, communicating with co-workers
Hearing					X	Listening for traffic sounds, monitoring parking lots, and pedestrian areas within City
Vision					X	Monitoring parking lots, and pedestrian areas within City, operating motor vehicle, observing traffic conditions, and parking violations, writing citations

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											

Possible Employer Modifications:



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Parking Enforcement Officer
Phone:	(360) 515-5962		DOT#:	375.587-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Parking Enforcement Officer
Phone:	(360) 515-5962	DOT#:	375.587-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Public Service Officer – Court Security/Police Support
Phone:	(360) 515-5962	DOT#:	372.367-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Public Service Officer – Court Security / Police Support	DOT Title:	Community Service Officer
SVP:	3	DOT #:	372.367-010
GOE:	04.02.03	Type of Industry:	Protective Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The Public Service Officer position may be either full time or part time. He/she may be required to be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

This is a responsible limited commission civilian law enforcement classification that requires a variety of law enforcement support duties and initiative, independent judgment and enthusiasm. The Public Service Officer must positively interact with community members and professionals from other government agencies.

General Function

The employee's duties include: court transport and security, crime prevention and community policing functions, service of court orders, traffic direction, handling telephone calls of crimes without suspects, and other duties as requested. The position reports directly to the Police Sergeant and interacts with other departments.

Supervision Responsibilities

This is a non-supervisory position.

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Serves as an armed officer within the court providing security to the court, the judge, other employees



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6 East Olympia, WA 98540-0006		Claim #:	
			Job Title:	Public Service Officer – Court Security/Police Support
Phone:	(360) 515-5962		DOT#:	372.367-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

and the public. Escort and remain with restrained prisoners in the courtroom. Take individuals into custody when ordered by the municipal court judge. Ensure the completion and delivery of related prisoner paperwork.

- Transfer and transport municipal prisoners between the municipal court and correctional facilities according to established procedures.
- Completes required reports, affidavits, logs and forms on a daily basis and prepares for and testifies in court.
- Investigates and writes a variety of crime reports when no suspect is present.
- Authorizes and coordinates the impoundment of abandoned or illegally parked vehicles.
- Serves legal documents.
- Conducts vacation checks.
- Performs home and business security inspections, makes security recommendations and performs crime prevention research and assistance to community members.
- Presents information to citizen groups, businesses and homeowners on crime prevention programs and methods of identification of property and valuables.
- Work with neighborhood groups on pertinent issues such as neighborhood watch programs, problem solving teams, and other self help projects and programs.
- Directs traffic at collisions, crime scenes, special events, or other locations as requested.
- Assists with public safety functions such as crime prevention meetings, council packet delivery, transport of equipment, supplies and documents.
- Assists officers with other tasks as needed.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Learn traffic procedures, terminology, and related regulations.
- Work independently and make appropriate decisions regarding methods and priorities of enforcement.
- Safely operate police vehicles.
- Communicate effectively with the city staff and the general public, including hostile persons and people in stressful situations. Verbally present ideas and information in a clear and concise manner.
- Communicate effectively using a police radio system.
- Work under limited supervision and use independent judgment. Foster cooperative work relationships with those individuals contacted in the performance of required duties.
- Prepare legible, accurate written reports.
- Exercises discretion in regulating daily activities and in using limited enforcement powers.
- Understand and comply with all police department policies and procedures as well as local, state and



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6 East Olympia, WA 98540-0006		Claim #:	
			Job Title:	Public Service Officer – Court Security/Police Support
Phone:	(360) 515-5962		DOT#:	372.367-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

federal laws.

- Knowledge and operation of office equipment including computers and various software applications.
- Qualify with Department firearm and attend related training.
- Operate a motor vehicle and provide effective and proper prisoner security and movement.
- Interpret federal, state, county, and city laws and regulations.
- Recognize public and personal safety and health hazards.
- Work on various shifts and hours as required.
- Certified in first aid, CPR and the Automated External Defibrillator or become so after employment.

Working Conditions

The Public Service Officer may either work indoors or outdoors as required. Outdoor work environment requires operation of motor vehicle and walking, bending, stooping, reaching, and at times running may be required. Some local and in-state travel may be required. The Employee may be exposed to extremes in temperature, noxious fumes, and loud noises. This employee is required to wear a Public Service Officer uniform.

Physical Requirements

- Able to walk, bend, stoop, reach and run
- Able to participate in defensive tactics and defend persons and property when necessary
- Able to work outdoors in inclement weather and various temperatures
- Able to stand for prolonged periods of times

Contacts and Relationships

The Public Service Officer will have extensive contact with citizens of the community, various city departments and their personnel, law enforcement, and court personnel. The employee will comply with all police department policies, procedures and directives including the Police Code of Ethics.

Recruiting Requirements

- High School diploma or GED
- Must be 21 years of age at time of application
- Be a United States Citizen
- Write and speak English fluently
- Valid Washington driver's license or ability to obtain one prior to employment.
- Must have or acquire within one year of hiring any mandatory training required by the City and/or the State.
- An exemplary driving record
- Must be bondable
- Successfully pass a thorough background investigation including polygraph, psychological, and medical examination



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6 East Olympia, WA 98540-0006		Claim #:	
			Job Title:	Public Service Officer – Court Security/Police Support
Phone:	(360) 515-5962		DOT#:	372.367-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

- All city employees must successfully pass a pre-employment Drug Test as prescribed by the City's Drug and Alcohol Testing Policy.

Desired Qualifications:

- College level coursework in Criminal Justice, Sociology or related field
- Two years progressively responsible customer service experience
- Graduate of certified full time or reserve police academy
- Experience in law enforcement or any equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities required to perform the work.

The Public Service Officer must possess or be qualified and able to attain:

- Washington State Drivers License
- First Aid/CPR/AED Certification
- High School Diploma
- Port Orchard Police Commission

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.



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X	Job of Injury		Light Duty Position	
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Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Uniform, which consists of shirt and Kevlar vest, badge, duty belt (tazer, gun, hand cuffs, pepper spray, flash light, extra bullets, two-way radio), shoes or boots depending upon the weather.

Unmarked motor vehicle (automatic Chevrolet Impala), mobile computer terminal (MCT), two-way radio, flares, chains, winter coat, rain coat, ice scraper, umbrella, and absorbing agent.

Briefcase to include business calendar, writing utensils, writing surface (tablet), and paperwork.

File cabinets, computer, keyboard, mouse, telephone, copy machine, facsimile machine, printer, binders, three-hole punch, two-hole punch, stapler, staple puller, tape dispenser, file folders, writing utensils, and shredder.

Crime prevention informational handouts for all ages to include coloring books, rubber bracelets, flyers, brochures, miscellaneous crime prevention materials. When conducting national crime prevention events, the security officer usually sets up a booth consisting of three tables, and a pop-up tent.

Notes: Vest, and duty belt weigh approximately 22 lbs.

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 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 checked="" 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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 50%				X		Processing pawn slips, check criminal backgrounds, make and answer telephone calls, operate motor vehicle.
Standing	Up to 50%				X		Perform court duties which include screening people with a magnetometer prior to allowing them entrance into the courtroom, facilitate passing of papers from the attorneys to the court clerks and vice versa. If anyone needs to go into custody, the security officer escorts the offender to the jury box where they await processing of paperwork. The



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						offenders remain seated until all proceedings have been completed, and the security officer escorts the offenders to the jail.
Walking	Up to 40%				X	Facilitate passing of papers from the attorneys to the court clerks and vice versa, escorts the offender to the jury box where they await processing of paperwork. The offenders remain seated until the proceedings have been completed, and the security officer escorts the offenders to the jail. The security officer conducts introductory meetings with new businesses to inform them of the City's services. Conduct community outreach with various populations (elderly, children, youth, etc.). Conduct neighborhood watch meetings. Facilitate national night out (crime prevention event).

Lifting floor – waist	N	S	O	F	C	Duty belt weighs approximately 22 lbs. when fully equipped. Paperwork usually weighs approximately 20 to 35 lbs. when carried in bundles. Tire chains, bag of absorbing material (30-40 lbs. bag). National crime prevention requires lifting and setting up tents. Worker may lift/carry defendants' belongings, if they are going to jail.
		Up to 40 lbs.				
Lifting waist–shoulder	N	S	O	F	C	Paperwork, pamphlets, flyers, etc. are stored from waist to shoulder height.
		Up to 40 lbs.				
Lifting above shoulder	N	S	O	F	C	When assisting front office staff, reaching above shoulder height may be required to access shelves.
		Up to 40 lbs.				
Carry (Dist.)	N	S	O	F	C	Paperwork, pamphlets, flyers, etc.
		Up to 40 lbs.				
Pushing/ Pulling	N	S	O	F	C	File cabinet draws, doors, patrol car steering wheel, vehicle doors, trunk lid
		Up to 15 lbs.				



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X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

	N	S	O	F	C	
Climbing		X				The security officer has the option of taking stairs or elevator (three stories). The elevator is not available during emergency.
Balancing		X				Not required.
Stooping / Bending			X			Accessing file drawers, working with children (giving tours), accessing supplies, inspecting vehicle.
Twisting		X				Facilitating passing of papers
Squatting / Kneeling		X				Working with children, accessing lower file drawers.
Crawling	X					Not required.
Foot Controls		X				Operating motor vehicle.

	N	S	O	F	C	
Reaching (Level) Forward Below Waist Above Shoulder				X		Working with court paperwork.
		X				
		X				
Handle/Grasp					X	Paperwork, marketing materials, telephone, motor vehicle, two-way radio, etc.
Fine Finger Manipulation		X				Utilizing keyboard to perform pawn checks (8 hours per week).
Hand Controls		X				Motor vehicles, two way radio
Repetitive Motion		X				
Vibratory Tasks		X				Magnetometer has two modes which include vibration versus audio cues. Security officer has option to use one or the other modes.

	N	S	O	F	C	
Talking					X	Questions are posed to the public entering the courtroom regarding personal belongings. Minimal talking occurs in the courtroom; however, talking is required on a constant basis when conducting community outreach.
Hearing					X	Working in court...
Vision					X	Working in court...



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X	Job of Injury		Light Duty Position	
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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											

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

2/12/14

Date

2/12/14

Date



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MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____
- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Sergeant
Phone:	(360) 515-5962	DOT#:	375.133-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Police Sergeant	DOT Title:	Police Sergeant
SVP:	6	DOT #:	375.133-010
GOE:	04.01.01	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

This is a full-time position. A Police Sergeant may be required to attend meetings during other than normal work hours and may also be called back to work before or after regularly scheduled work hours or on scheduled days off. Individuals will be required to work Saturdays, Sundays, holidays and will be subject to shift assignment and/or rotation.

Major Function and Purpose

A Police Sergeant's primary purpose is to maintain peace and order and to protect life and property through impartial enforcement of federal, state and local laws. Directs and instructs police officers on an assigned shift.

General Function

Under general supervision from the Chief of Police, the Police Sergeant is responsible for protecting lives and property within his/her jurisdiction. Develops shift work schedules, makes assignments of officers, assures coverage for absences, and monitors performance of police officers to assure effectiveness. It is important for persons in this position to maintain a high public profile in order to deter criminal behavior.

Supervision Responsibilities

This position is a first line supervisory position that directs the activities of assigned Police Officers and Records/Evidence Manager.

Job Qualifications and Skills:

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other



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Phone:	(360) 515-5962	DOT#:	375.133-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Operates a motor vehicle for extended periods of time in all environmental conditions, and on occasion at high speeds and in congested traffic situations
- Apprehends those suspected of unlawful activity, cautiously observing legal guidelines regarding arrests and individual civil rights
- Patrols city limits from a police car, other police vehicle, or on foot to monitor activity
- Monitors and enforces traffic laws and safety ordinances within a prescribed jurisdiction
- Patrols and examines buildings and residences to detect suspicious conditions
- Detects and/or prevents criminal activities
- Directs traffic in congested and emergency areas; reports safety hazards
- Identifies and eliminates hazards to public safety
- Issues citations for various infractions
- Responds to scene of accident and investigates cause
- Responds to calls for service and assistance
- Provides first aid as needed
- Investigates and interviews victims, witnesses and potential suspects
- Appears in court to testify as needed
- Conducts detailed investigations and gathers information that pertains to suspected criminal activities
- Conducts follow-up investigations based upon reports and other data compiled by department personnel
- Searches for and preserves evidence
- Makes oral and written reports
- Prepares reports pertaining to arrests and investigations
- Records information related to daily patrol activities and preparation of reports based on this information to aid in the prosecution of offenders
- Maintains liaison with other departments and agencies
- Monitors the activity of subordinate personnel
- Participates in various training sessions
- Monitors Department training exercises for all officers, and maintains detailed records of such activity
- Assures all police officers are qualified and obtain any certifications required by local, state or federal law
- Conducts light preventative maintenance on departmental equipment
- Supervise the daily activities of those personnel assigned
- Conducts performance evaluations of department personnel
- Counsels and conducts lower level discipline related to assigned personnel in accordance with department policy
- Coordinates and manages various operational units of the police department



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Phone:	(360) 515-5962	DOT#:	375.133-010				
Involved Body Parts:							
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Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

A Police Sergeant must possess excellent skills in interpersonal relations and communication. A high level of maturity, emotional stability and the ability to exercise sound judgment under stress, particularly in crisis situations, is essential to the performance of duties. He/she must be able to respond to varying situations with tact and diplomacy and know how to deal with stressful, hostile or irrational persons, whether due to physical or mental disability, drugs, socio-economic differences, or other factors.

A Police Sergeant must display a pleasant and professional demeanor when in contact with citizens to establish a positive public image. In addition, he/she must appreciate and observe the importance of maintaining confidentiality of all information acquired in the discharge of his/her duties.

Maintenance of personal health and good physical condition is a basic job qualification. A Police Sergeant will receive training in the use of a variety of job-related equipment and will be expected to utilize all apparatus and equipment proficiently and appropriately, including the use of firearms.

Working Conditions

Work is performed both indoors and outdoors, and he/she will be required to perform normal duties in inclement or severe weather conditions. The employee may have exposure to hazards such as chemicals, insect stings, and temperature extremes. The employee may also have exposure to blood and communicable disease. A Police Sergeant may expect to encounter hostile or violent individuals and may be subject to verbal and/or physical attack or assault from such individuals, or may have gunfire directed at him/her. Tasks may require the employee to wear protective clothing or equipment.

A Police Sergeant is subject to shift rotation, and may be required to work overtime as the need arises. Subpoenaed appearances in court to testify in the prosecution of individuals charged with misdemeanor or felony offenses is a regular and ongoing occurrence, and such appearances may be required during a Police Sergeant's days off, or before or after a regularly scheduled work shift. In addition, the Sergeant may be contacted by subordinate personnel at his/her residence during off-duty hours for guidance and/or counseling.

A Police Sergeant shall serve a probationary period as established by the City of Port Orchard Civil Service Rules and Regulations.

Contacts and Relationships

A Police Sergeant will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, court, or jurisdiction with which he/she may come in contact.



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Physical Requirements

The employee will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. A Police Sergeant must also have the physical ability to engage in physical altercations and confrontations and to subdue or calm a combative individual, and to rescue victims

A Police Sergeant will be required to operate a City patrol car safely and efficiently. In addition, proficient use and maintenance of any other job-related tools, apparatus or equipment, including use of firearms, is required.

Recruiting Requirements

A Police Sergeant must:

- Be 21 years old or older
- Have three (3) years experience as a commissioned civil law enforcement officer with Port Orchard Police Department OR five (5) years experiences as a city, county, or state commissioned law enforcement officer
- Possess valid Washington State driver's license with a driving record acceptable to the City's insurance carrier
- Be able to qualify on the shooting range
- Be able to pass Washington State medical standards for police officers
- Have the ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate orally and in writing
- Have the ability and willingness to maintain strict confidentiality
- High School Diploma or GED equivalent
- Be capable of passing applicable civil service or city required employment testing, such as, but not limited to, psychological, physical agility, polygraph
- Must be legally permitted to possess a firearm in the State of Washington
- Be capable of satisfactorily prescribed courses of training at the academy and during in-service training progress, as required
- Must be legally qualified to work in the United States
- All city employees must pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this



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Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, mouse, keyboard, telephone, two-way radio, cellular phone, office equipment to include copier, fax machine, printer, scanner, stapler/staples, hole punches, tape dispenser/tape, paper clips file folders, portfolio, briefcase, protective equipment to include vest, gun, club, tazer, hand-cuffs, uniform, specified footwear, utility belt, motor vehicle, safety equipment and first-aid equipment for vehicle, traffic flags, traffic cones, safety vest with high visibility markings, flares, defibrillator

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 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 checked="" 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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 60%				X		Sitting may be performed in office at desk when meeting with personnel, operating computer, reviewing and preparing reports, researching information, utilizing the telephone, conducting/participating in meetings, and when operating motor vehicle.
Standing	Up to 30%			X			Standing may be performed when consulting with staff, providing training, speaking with the general public, and consulting staff and other City personnel.
Walking	Up to 30%			X			Walking is performed within work area, and to access other areas of the building. Walking may be performed in the community when attending meetings, and meeting with the general public. Walking may be performed on smooth and uneven surfaces including asphalt, concrete, tile, vinyl, carpet, grass, dirt, and rocky surfaces. Surfaces



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							may be uneven, and even sloped at times. Distances vary daily and can be minimal, or the worker may be required to walk up to 500 yards at a time.
--	--	--	--	--	--	--	--

	N	S	O	F	C	
Lifting floor – waist	N/A	Up to 100 lbs.	Up to 10 lbs.	N/A	N/A	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
Lifting waist–shoulder	N/A	Up to 100 lbs.	Up to 10 lbs.	N/A	N/A	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
Lifting above shoulder	N/A	Up to 50 lbs.	Up to 10 lbs.	N/A	N/A	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first



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				Training Goal

	N	S	O	F	C	
Carry (Dist.)	N/A	Up to 100 lbs.	Up to 10 lbs.	N/A	N/A	aid kits, and defibrillators. Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or carry items to be taken to the station as evidence. The majority of items are carried at waist level. Items carried above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
Pushing/ Pulling	N/A	Up to 100 lbs.	Up to 5 lbs.	N/A	N/A	Pushing and pulling can vary significantly during the course of a month. Most pushing and pulling at this level of work is performed using nominal weight such as the opening/closing of a file drawer, or office door. Pushing/pulling of significant force may be utilized to detain a person of interest, especially when that individual is resisting arrest.

	N	S	O	F	C	
Climbing		X				Climbing stairs may be required within the office building, and outside in the community when attending meetings, and working with the general public.
Balancing		X				Balancing is not required.
Stooping / Bending		X				Stooping/bending may be required to access lower file drawers, trunk of motor vehicle, and supply shelves.
Twisting		X				Twisting may be performed when working within the community, accessing items in motor vehicle, and when pulling items out of evidence.
Squatting / Kneeling		X				Squatting/kneeling is seldom performed when accessing items in lower drawers, on lower shelves, and when examining things at lower levels.
Crawling		X				Not required.
Foot Controls			X			Required to operate motor vehicle.



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	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Police Sergeant
Phone:	(360) 515-5962		DOT#:	375.133-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

	N	S	O	F	C	
Reaching (Level)				X		Reaching forward is required to operate mouse, answer telephone, pick up items off counter, when working with files, paperwork, and with evidence.
		X				Reaching below waist is required when accessing files, paperwork, and materials/supplies stored on lower shelving units.
		X				This is required when accessing files, materials, and supplies located on shelving above shoulder height
Handle/Grasp				X		Mouse, paperwork, drawer/door handles, gun, club, tazer, hand cuffs, two-way radio, writing utensils, telephone hand set, steering wheel, traffic cones, flags, flairs, first aid kit, defibrillator, laptop, material evidence.
Fine Finger Manipulation			X			Keyboarding, utilizing mouse, cellular phone, writing
Hand Controls						Mouse, motor vehicle, hand gun, club, two-way radio,
Repetitive Motion			X			Keyboarding
Vibratory Tasks	X					Not required

	N	S	O	F	C	
Talking					X	Communication with staff, executive management team, and general public.
Hearing					X	Communication with staff, executive management team, and general public.
Vision					X	Vision is required in all aspects of this position from computer work to operation of motor vehicle. The position requires the drafting of correspondence, as well as the review of letters, documents, and reports. Vision is required when out in public to make observations within the community.

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			



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Police Sergeant
Phone:	(360) 515-5962		DOT#:	375.133-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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										

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

2/12/14

Date

2/12/14

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Sergeant
Phone:	(360) 515-5962	DOT#:	375.133-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Officer
Phone:	(360) 515-5962	DOT#:	375.263-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Police Officer	DOT Title:	Police Officer I
SVP:	6	DOT #:	375.263-014
GOE:	04.01.02	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

This is a full-time position. Incumbent may be required to attend meetings during other than normal work hours and may also be called back to work before or after regularly scheduled work hours or on scheduled days off. A Police Officer will be required to work Saturdays, Sundays, holidays and will be subject to shift assignment and/or rotation in accordance with established procedures.

Major Function and Purpose

A Police Officer's primary purpose is to maintain peace and order and to protect life and property through impartial enforcement of federal, state and local laws.

General Function

Under general supervision from the Police Sergeant, the Police Officer is responsible for protecting lives and property within his/her jurisdiction. It is important for persons in this position to maintain a high public profile in order to deter criminal behavior.

Supervision Responsibilities

This is a non-supervisory position. However, a Police Officer may supervise a new officer or Police Reserve Officer as required.

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Operates a motor vehicle for extended periods of time in all environmental conditions, and on occasion at high speeds and in congested traffic situations



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Officer
Phone:	(360) 515-5962	DOT#:	375.263-014
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Apprehends those suspected of unlawful activity, cautiously observing legal guidelines regarding arrests and individual civil rights
- Patrols city limits from a police car, other police vehicle or on foot to monitor activity
- Monitors and enforces traffic laws and safety ordinances within a prescribed jurisdiction
- Patrols and examines buildings and residences to detect suspicious conditions
- Detects and/or prevents criminal activities
- Directs traffic in congested and emergency areas; reports safety hazards
- Identifies and eliminates hazards to public safety
- Issues citations for various infractions
- Responds to scene of accident and investigates cause
- Responds to calls for service and assistance
- Provides first aid as needed
- Investigates and interviews victims, witnesses and potential suspects
- Appears in court to testify as needed
- Conducts detailed investigations and gathers information that pertains to suspected criminal activities
- Conducts follow-up investigations based upon reports and other data compiled by department personnel
- Searches for and preserves evidence
- Makes oral and written reports
- Prepares reports pertaining to arrests and investigations
- Records information related to daily patrol activities and preparation of reports based on this information to aid in the prosecution of offenders
- Maintains liaison with other departments and agencies
- Participates in various training sessions
- Become qualified and obtain any certifications required by local, state or federal law.
- Conducts light preventative maintenance on departmental equipment
- Meet minimum department standards on firearms qualification.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

A Police Officer must possess excellent skills in interpersonal relations and communication. A high level of maturity, emotional stability and the ability to exercise sound judgment under stress, particularly in crisis situations, is essential to the performance of duties. He/she must be able to respond to varying situations with tact and diplomacy and know how to deal with stressful, hostile or irrational persons, whether due to physical or mental disability, drugs, socio-economic differences, or other factors.

A Police Officer must display a pleasant and professional demeanor when in contact with citizens to establish a positive public image. In addition, he/she must appreciate and observe the importance of maintaining



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Police Officer				
Phone:	(360) 515-5962	DOT#:	375.263-014				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

confidentiality of all information acquired in the discharge of his/her duties.

Maintenance of personal health and good physical condition is a basic job qualification. A Police Officer will receive training in the use of a variety of job-related equipment and will be expected to utilize all apparatus and equipment proficiently and appropriately, including the use of firearms.

Working Conditions

Work is performed both indoors and outdoors, and he/she will be required to perform normal duties in inclement or severe weather conditions. The employee may have exposure to hazards such as chemicals, insect stings, and temperature extremes. The employee may also have exposure to blood and communicable disease. A Police Officer may expect to encounter hostile or violent individuals and may be subject to verbal and/or physical attack or assault from such individuals, or may have gunfire directed at him/her. Tasks may require the employee to wear protective clothing or equipment.

A Police Officer is subject to shift rotation, and may be required to work overtime as the need arises. Subpoenaed appearances in court to testify in the prosecution of individuals charged with misdemeanor or felony offenses is a regular and ongoing occurrence, and such appearances may be required during a Police Officers days off, or before or after a regularly scheduled work shift. In addition, the Officer may be contacted by supervisory personnel at his/her residence during off-duty hours for guidance and/or counseling.

A Police Officer shall serve a probationary period as established by the City of Port Orchard Civil Service Rules and Regulations.

Contacts and Relationships

A Police Officer will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, court, or jurisdiction with which he/she may come in contact.

Physical Requirements

The employee will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. A Police Officer must also have the physical ability to engage in physical altercations and confrontations and to subdue or calm a combative individual, and to rescue victims

A Police Officer will be required to operate a City patrol car safely and efficiently. In addition, proficient use and maintenance of any other job-related tools, apparatus or equipment, including use of firearms, is required.

Recruiting Requirements

A Police Officer must:

- Be 21 years old or older



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Officer
Phone:	(360) 515-5962	DOT#:	375.263-014
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Possess valid Washington state driver's license
- Be able to qualify on the shooting range
- Be able to pass Washington State medical standards for police officers
- Have the ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate orally and in writing
- Have the ability and willingness to maintain strict confidentiality
- Possess a high school diploma or GED equivalent
- Be capable of passing applicable civil service or city required employment testing, such as, but not limited to, psychological, physical agility, polygraph
- Be capable of satisfactorily prescribed courses of training at the academy and during in-service training progress, as required
- Must be legally permitted to possess a firearm in the State of Washington
- Must be legally qualified to work in the United States
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, laptop, mouse, keyboard, telephone, two-way radio, cellular phone, office equipment to include copier, fax machine, printer, scanner, stapler/staples, hole punches, tape dispenser/tape, paper clips file folders, portfolio, briefcase, protective equipment to include vest, gun, asp, tazer, hand-cuffs, uniform, specified footwear, utility belt, motor vehicle, safety equipment and first-aid equipment for vehicle, traffic flags, traffic cones, safety vest with high visibility markings, flares, defibrillator, tactical gear (helmet, shield, etc.), flashlight, clipboard, writing utensil, bicycles, bicycle helmet, motorcycle, boat



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Vocational Firm:	PRECISIONARY	Worker:	
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	East Olympia, WA 98540-0006	Job Title:	Police Officer
Phone:	(360) 515-5962	DOT#:	375.263-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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 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 checked="" 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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting						X	The majority of sitting is performed while operating patrol car, and canvassing community. The individual may also sit at a desk to prepare paperwork, operate computer, check and respond to e-mail, draft reports, research information, utilize the telephone, and when participating in meetings.
Standing				X			Standing may be performed when consulting with staff, providing training, speaking with the general public, and consulting staff and other City personnel.
Walking				X			Walking is performed within work area, and to access other areas of the building. Walking may be performed in the community when attending meetings, meeting with the general public, and when performing routine traffic stops. Walking may be performed on smooth and uneven surfaces including asphalt, concrete, tile, vinyl, carpet, grass, dirt, and rocky surfaces. Surfaces may be uneven, and even sloped at times. Distances vary daily and can be minimal, or the worker may be required to walk up to 500 yards at a time.
Running		X					Running may be performed when apprehending a suspect. Running may occur on concrete, asphalt, dirt, gravel, grass, and uneven surfaces. Distances may vary; however, the worker must be able to handle distances up to 500 yards.

Lifting floor – waist	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station
			Up to 100 lbs.	Up to 10 lbs.		



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Vocational Firm:	PRECISIONARY	Worker:		
	P.O. Box 6	Claim #:		
	East Olympia, WA 98540-0006	Job Title:	Police Officer	
Phone:	(360) 515-5962	DOT#:	375.263-014	
Involved Body Parts:				
X	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

						as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, asp, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
Lifting waist-shoulder	N	S	O	F	C	Police Officers may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, asp, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators. Utility belts can weigh between 10-30 lbs. depending upon what tools/weapons are fastened to it. The worker lifts the belt, then places it around the waist, and continuous wearing it throughout the work shift.
		Up to 100 lbs.	Up to 10 lbs.			
Lifting above shoulder	N	S	O	F	C	Police Officers may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, asp, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators. Utility belts can weigh between 10-30 lbs. depending upon what tools/weapons are fastened to it. The worker lifts the belt, then places it around the
		Up to 50 lbs.	Up to 10 lbs.			



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Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6		Claim #:				
	East Olympia, WA 98540-0006		Job Title:	Police Officer			
Phone:	(360) 515-5962		DOT#:	375.263-014			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

						waist, and continuous wearing it throughout the work shift.
Carry (Dist.)	N	S	O	F	C	Police Officers may be required to maneuver the weight of a person, move debris, or carry items to be taken to the station as evidence. The majority of items are carried at waist level. Items carried above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, asp, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
		Up to 100 lbs.	Up to 10 lbs.			
Pushing/ Pulling	N	S	O	F	C	Pushing and pulling can vary significantly during the course of a month. Most pushing and pulling at this level of work is performed using nominal weight such as the opening/closing of a file drawer, or office door. Pushing/pulling of significant force may be utilized to detain a person of interest, especially when that individual is resisting arrest.
		Up to 100 lbs.	Up to 5 lbs.			

	N	S	O	F	C	
Climbing		X				Climbing stairs may be required within the office building, and outside in the community when attending meetings, and working with the general public.
Balancing	X					Balancing is not required.
Stooping / Bending				X		Stooping/bending may be required to access lower file drawers, trunk of motor vehicle, and supply shelves.
Twisting					X	Twisting may be performed when working within the community, accessing items in motor vehicle, and when pulling items out of evidence. Twisting may also be performed when utilizing laptop within patrol car. Another factor for consideration is that the officers wear their utility belts on a constant basis, even when sitting in the patrol car. The officer must twist at the trunk to enter the vehicle and position him/herself behind the wheel. The utility belt place a significant factor in this process.



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	P.O. Box 6		Claim #:	
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Phone:	(360) 515-5962		DOT#:	375.263-014
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

Squatting / Kneeling		X				Squatting/kneeling is seldom performed when accessing items in lower drawers, on lower shelves, and when examining things at lower levels.
Crawling	X					Not required.
Foot Controls					X	Required to operate motor vehicle.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Reaching forward is required to operate mouse, answer telephone, pick up items off counter, when working with files, paperwork, and with evidence.
	Below Waist		X			Reaching below waist is required when accessing files, paperwork, and materials/supplies stored on lower shelving units.
	Above Shoulder		X			This is required when accessing files, materials, and supplies located on shelving above shoulder height
Handle/Grasp					X	Mouse, paperwork, drawer/door handles, gun, asp, tazer, hand cuffs, two-way radio, writing utensils, telephone hand set, steering wheel, traffic cones, flags, flairs, first aid kit, defibrillator, laptop, material evidence.
Fine Finger Manipulation				X		Keyboarding, utilizing mouse, cellular phone, writing, laptop keyboard
Hand Controls				X		Mouse, motor vehicle, hand gun, asp, two-way radio,
Repetitive Motion				X		Keyboarding
Vibratory Tasks	X					Not required

	N	S	O	F	C	
Talking					X	Communication with staff, executive management team, and general public.
Hearing					X	Communication with staff, executive management team, and general public.
Vision					X	Vision is required in all aspects of this position from computer work to operation of motor vehicle. The position requires the drafting of correspondence, as well as the review of letters, documents, and reports. Vision is required when out in public to make



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Police Officer
Phone:	(360) 515-5962		DOT#:	375.263-014
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

						observations within the community.
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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											

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

2/12/14

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Police Officer				
Phone:	(360) 515-5962	DOT#:	375.263-014				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Commander
Phone:	(360) 515-5962	DOT#:	375.137-030
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Police Commander	DOT Title:	Police Commander
SVP:	8	DOT #:	375.137-030
GOE:	04.01.01	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site
 Interview
 Representative

Essential Functions:

The primary function of the Police Commander is to protect lives and property within the City of Port Orchard by performing work directly related to the management and general operations of the Police Department. The incumbent is the assistant manager of all police operations and is primarily responsible for formulating, establishing and implementing policies, assisting with the management of finances, and coordinating the use of all available resources in a manner that provides stability to the Department and thus protection to the citizens and property it serves.

General Function

Incumbent performs specialized work directly related to the management and general operations of the Police Department, which requires the ability to exercise independent judgment, initiative and discretion based upon knowledge of the laws of the State of Washington, as well as administrative and legislative policies and ordinances of the City of Port Orchard. The Police Commander also undertakes major assignments, including short and long term projects, and accepts additional responsibilities as directed by the Chief of Police. The work performed by the Incumbent will affect the operation of the Police Department to a substantial degree and will require the Incumbent to exercise his/her discretion and independent judgment.

Supervision Responsibilities

The Police Commander supervises all of the police sergeants and records/evidence manager. The Police Commander answers directly to the Chief of Police.

Job Qualifications and Skills:

The job duties and responsibilities represented in this job description are not exclusive and do not imply that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Chief of Police.

- Assists in the planning and direction of the Port Orchard Police Department.
- Assists with the development of the annual budget proposal and controls budgeted expenses.



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Vocational Firm:	PRECISIONARY	Worker:		
	P.O. Box 6	Claim #:		
	East Olympia, WA 98540-0006	Job Title:	Police Commander	
Phone:	(360) 515-5962	DOT#:	375.137-030	
Involved Body Parts:				
X	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

- Prepares and reviews operational and administrative reports for the Chief of Police.
- Assists with the planning and implementation of Police Department programs, ensuring that all equipment necessary to the successful functioning of such programs is available to appropriate personnel.
- Develops, formulates, and implements Police Department policies, procedures, and operating practices, revising, amending, and interpreting as necessary.
- Responsible for Internal Affairs investigations and managing the police department's discipline process. Has significant responsibility, within delegated authority, to train and discipline Police Department personnel in accordance with department policy.
- Assures the safety of Police Department personnel.
- Performs performance appraisals of subordinate personnel.
- Supervises criminal investigations as needed.
- Ensures compliance with established policies regarding the legal rights of the accused.
- Operates a motor vehicle in all environmental conditions and, on occasion, operates the vehicle at high speeds and in congested traffic situations.
- Supervises the maintenance of records regarding arrests, investigations, and other police matters.
- Supervises the maintenance of evidence.
- Attends City Council meetings in the police chief's absence and other evening meetings as required
- Participates in administrative staff meetings.
- Represents the Chief of Police before various agencies, boards, commissions and community groups as requested.
- Attends various public functions and speaking functions on behalf of the Police Department (for example, City Council meetings, legal actions involving the Department).
- Manages the purchasing and supply operations of the Police Department.
- Responsible for the efficient and proper scheduling of Department personnel.
- Directly supervises the position of police sergeant and their related duties.
- Directly supervises the position of records/evidence manager and his/her related duties.
- Ensures that all employees comply with required training. Manage the training function of the department to ensure that adequate and efficient training is provided to all department staff.
- Responsible for seeking grants on behalf of the Police Department and for administration of those grants for which the Department receives.
- Responsible for day to day supervision of Department employees in the absence of their immediate supervisor.
- Manages and directs all special events requiring police service within the City as needed.
- Serves as the Police Department's public information officer and media relations officer developing a positive relationship with the local and regional media and routinely providing press releases and incident investigation information to these groups.
- Responsible for processing public disclosure requests.
- Serves as the incident commander at emergencies within the City or where City representation is



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Commander
Phone:	(360) 515-5962	DOT#:	375.137-030
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

required, as requested by the Chief of Police.

- Serves as the incident commander within the City's Emergency Operations Center as requested by the Chief of Police.
- Maintains liaison with other departments and agencies
- Assures all police officers are qualified and obtain any certifications required by local, state or federal law.
- Coordinates and manages various operational units of the Police Department.

Knowledge, Skills and Abilities

The requirements set forth below are representative of the minimum levels of knowledge, skills and abilities to perform this job successfully. The incumbent will possess the abilities and aptitudes to perform each item set forth below proficiently.

- Experience in personnel management and supervision.
- Excellent motivational skills.
- Ability to deal effectively with the public using tact and diplomacy.
- Knowledge of technical and administrative aspects of crime prevention and community policing.
- Knowledge of federal, state and local laws and ordinances pertaining to law enforcement functions.
- Experience in various fiscal duties such as budgeting, purchasing, and accounting.
- Advanced studies in police administration at the college level.
- Management training as provided by advanced education and law enforcement continuing education.
- Proficient in use of firearms and related police equipment and tools.
- Ability to make split-second decisions to ensure the well being of the public, the Department, and subordinate personnel.
- Ability and willingness to maintain strict confidentiality.

Working Conditions

Work is performed both indoors and outdoors. While the position of Police Commander is not subject to routine shift rotation, incumbent is subject to be called to duty after normally scheduled work hours or on regularly scheduled days off and may be required to provide supervision and shift coverage to all three shifts. Attendance at evening meetings and/or other off-duty time events will be required.

The Police Commander may occasionally encounter hazards arising from contact with violent individuals. In addition, in the course of performing his/her duties, the Police Commander may occasionally be exposed to biohazardous materials (i.e., bloodborne pathogens) or hazardous materials released at an emergency scene (i.e., chemical spills, gasoline spills, etc.). Continuous attention to safe working and operating procedures is required.

The individual serving in this capacity may occasionally be required to use a firearm, or may be required to utilize specialized protective equipment (i.e., body armor) or generalized protective equipment (i.e., rubber or



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X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

plastic gloves).

Contacts and Relationships

The Police Commander has contact with numerous state, county and municipal government officials, members of other police departments, and with civilian vendors and consultants conducting business with the Police Department. This individual has frequent contact with office personnel, field personnel, the City's attorney, and customers. The contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities, and to solve or negotiate solutions to problems. Communication may be either by telephone, in person, or through written communication.

Physical Requirements

The Police Commander must have the physical ability to perform the full range of duties of a commissioned police officer. The employee may encounter emergency situations that require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. He/she must have the dexterity to manipulate standard police related equipment. The employee must have the ability to conduct coherent voice communication in person as well as via portable radio and telephone. Other requirements include:

- Ability to operate a motor vehicle, two-way radio (including from field situations), and to effectively operate radar equipment, breathalyzer, etc.;
- Ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate orally and in writing;
- Overall stamina and ability to perform moderate to strenuous physical activity;
- Vision sufficient to perform all duties (corrective lenses may be utilized)
- Maintain appropriate level of physical fitness to meet the needs of this position.
- Maintain all skills required to meet state law enforcement certification.

Recruiting Requirements/ Experience and Training

Bachelor's degree from an accredited college or university in Criminal Justice, Police Science, Business or Public Administration, or a related field, OR an equivalent combination of education, training and/or experience from which comparable knowledge skills, and abilities have been achieved as determined by the Chief of Police. Six years of varied assignments as a State certified peace officer to include a minimum of three years of police supervisory experience. Possess a valid driver's license and obtain a valid Washington state driver's license by the appointment date.

- Training in the use of assorted job-related equipment, including breathalyzer and radar devices.
- Proficiency in the use of weapons and self-defense tools.
- Completion of Washington State Basic Training Academy or equivalent.
- Washington State Criminal Justice Training Commission Executive-Management Career-Level Certification (or ability to obtain within 2 years from date of appointment).
- Demonstrated leadership ability.



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	P.O. Box 6	Claim #:	
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X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

- All city employees must successfully pass pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.
- Pass through background investigation including medical and polygraph examination.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, mouse, keyboard, telephone, two-way radio, cellular phone, office equipment to include copier, fax machine, printer, scanner, stapler/staples, hole punches, tape dispenser/tape, paper clips file folders, portfolio, briefcase, protective equipment to include vest, gun, club, tazer, hand-cuffs, uniform, specified footwear, utility belt, motor vehicle, safety equipment and first-aid equipment for vehicle, traffic flags, traffic cones, safety vest with high visibility markings, flares, defibrillator

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 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 checked="" 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



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X	Job of Injury		Light Duty Position	
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				Training Goal

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	Up to 60%				X		Sitting may be performed in office at desk when meeting with personnel, operating computer, reviewing and preparing reports, researching information, utilizing the telephone, conducting/participating in meetings, and when operating motor vehicle.
Standing	Up to 30%			X			Standing may be performed when consulting with staff, providing training, speaking with the general public, and consulting staff and other City personnel.
Walking	Up to 30%			X			Walking is performed within work area, and to access other areas of the building. Walking may be performed in the community when attending meetings, and meeting with the general public. Walking may be performed on smooth and uneven surfaces including asphalt, concrete, tile, vinyl, carpet, grass, dirt, and rocky surfaces. Surfaces may be uneven, and even sloped at times. Distances vary daily and can be minimal, or the worker may be required to walk up to 500 yards at a time.

Lifting floor – waist	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
		Up to 100 lbs.	Up to 10 lbs.			
Lifting waist–shoulder	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's
		Up to 100 lbs.	Up to 10 lbs.			



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Phone:	(360) 515-5962		DOT#:	375.137-030			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

						motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
Lifting above shoulder	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
		Up to 50 lbs.	Up to 10 lbs.			
Carry (Dist.)	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or carry items to be taken to the station as evidence. The majority of items are carried at waist level. Items carried above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
		Up to 100 lbs.	Up to 10 lbs.			
Pushing/ Pulling	N	S	O	F	C	Pushing and pulling can vary significantly during the course of a month. Most pushing and pulling at this level of work is performed using nominal weight such as the opening/closing of a file drawer, or office door. Pushing/pulling of significant force may be utilized to detain a person of interest, especially when that individual is resisting arrest.
		Up to 100 lbs.	Up to 5 lbs.			

	N	S	O	F	C	
Climbing		X				Climbing stairs may be required within the office building, and outside in the community when attending meetings, and working with the general public.
Balancing	X					Balancing is not required.
Stooping / Bending		X				Stooping/bending may be required to access lower file drawers, trunk of motor vehicle, and supply shelves.
Twisting		X				Twisting may be performed when working within the



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			Direct/Transferable	
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					community, accessing items in motor vehicle, and when pulling items out of evidence.
Squatting / Kneeling		X			Squatting/kneeling is seldom performed when accessing items in lower drawers, on lower shelves, and when examining things at lower levels.
Crawling	X				Not required.
Foot Controls			X		Required to operate motor vehicle.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Reaching forward is required to operate mouse, answer telephone, pick up items off counter, when working with files, paperwork, and with evidence.
	Below Waist		X			Reaching below waist is required when accessing files, paperwork, and materials/supplies stored on lower shelving units.
	Above Shoulder		X			This is required when accessing files, materials, and supplies located on shelving above shoulder height
Handle/Grasp				X		Mouse, paperwork, drawer/door handles, gun, club, tazer, hand cuffs, two-way radio, writing utensils, telephone hand set, steering wheel, traffic cones, flags, flairs, first aid kit, defibrillator, laptop, material evidence.
Fine Finger Manipulation			X			Keyboarding, utilizing mouse, cellular phone, writing
Hand Controls						Mouse, motor vehicle, hand gun, club, two-way radio,
Repetitive Motion			X			Keyboarding
Vibratory Tasks	X					Not required

	N	S	O	F	C	
Talking					X	Communication with staff, executive management team, and general public.
Hearing					X	Communication with staff, executive management team, and general public.
Vision					X	Vision is required in all aspects of this position from computer work to operation of motor vehicle. The position requires the drafting of correspondence, as well as the review of letters, documents, and reports. Vision is required when out in public to make observations within the community.



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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											

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

2/12/14

Date

2/12/14

Date



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MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Chief
Phone:	(360) 515-5962	DOT#:	375.117-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Police Chief	DOT Title:	Police Chief
SVP:	9	DOT #:	375.117-010
GOE:	04.01.01	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The primary function of the Chief of Police is to protect lives and property within the City of Port Orchard. The incumbent is the general manager of all police operations and is primarily responsible for establishing and implementing policies, effectively managing finances and coordinating the use of all available resources in a manner that provides stability to the Department and protection to the citizens and property it serves.

General Function

Incumbent performs specialized work for a municipal government, which requires the ability to exercise independent judgment, initiative and discretion based upon knowledge of the laws of the State of Washington, as well as administrative and legislative policies and ordinances of the City of Port Orchard. The Chief of Police also undertakes projects and accepts additional responsibilities as directed by the Mayor.

Supervision Responsibilities

The Chief of Police supervises all commissioned personnel and support staff. Unless otherwise directed by the Mayor, the Chief of Police has full discretion in the administration and management of the Police Department.

Job Qualifications and Skills:

The job duties and responsibilities represented in this job description do not imply that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by his/her supervisor.

- Plans, directs and evaluates the ongoing operations of the Port Orchard Police Department.
- Develops annual budget proposal and controls budgeted expenses.
- Prepares and reviews operational and administrative reports.
- Plans and implements Police Department programs, ensuring that all equipment necessary to the



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Phone:	(360) 515-5962	DOT#:	375.117-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- successful functioning of such programs is available to appropriate personnel.
- Develops and implements Police Department policies and procedures, revising and amending as necessary.
 - Has responsibility, within delegated authority, to select, place, promote, train, and discipline Police Department personnel.
 - Assures the safety of Police Department personnel.
 - Performs periodic performance appraisals of subordinate personnel.
 - Promotes safety education in schools.
 - Monitors criminal investigations.
 - Observes established policies regarding the legal rights of the accused.
 - Operates a motor vehicle in all environmental conditions and, on occasion, operates the vehicle at high speeds and in congested traffic situations.
 - Performs criminal investigations.
 - Enforces municipal traffic regulations.
 - Identifies criminal activity.
 - Supervises maintenance of records regarding arrests, investigations, and other police matters.
 - Conducts routine patrol duties within the city limits, as needed.
 - Responds to calls for service and assistance, as needed.
 - Make arrests for various crimes.
 - Investigates complaints lodged against the Police Department.
 - Attends City Council meetings and other evening meetings as required.
 - Participates in administrative staff meetings.
 - Confers with the Mayor and the City Council to assess the need for new equipment and personnel.
 - Represents the Mayor before various agencies, boards, commissions and community groups as requested.
 - Attends various public functions and speaking on behalf of the Police Department (i.e., City Council meetings, legal actions involving the Department).

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Background in personnel management.
- Excellent motivational skills.
- Ability to deal effectively with the public using tact and diplomacy.
- Knowledge of technical and administrative aspects of crime prevention and community policing.
- Knowledge of federal, state and local laws and ordinances pertaining to law enforcement functions.
- Aptitude in various fiscal duties such as budgeting, purchasing, and accounting.
- Advanced studies in police administration.



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Phone:	(360) 515-5962	DOT#:	375.117-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Management experience.
- Proficient in use of firearms and related police equipment and tools.
- Ability to make split-second decisions to ensure the well being of the public, the Department, and subordinate personnel.
- Ability and willingness to maintain strict confidentiality.

Contacts and Relationships

The Chief of Police has contact with numerous state, county and municipal government officials, members of other police departments, and with civilian vendors and consultants conducting business with the Police Department. This individual has frequent contact with elected officials, office personnel, field personnel, the City's attorney, and customers. The contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities, and to solve or negotiate solutions to problems. Communication may be either by telephone, in person, or through written communication.

Recruiting Requirements

The Chief of Police must have the physical ability to perform the full range of duties of a commissioned police officer. The employee will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. He/she must have the dexterity to manipulate standard police related equipment. The employee must have the ability to conduct coherent voice communication in person as well as via portable radio and telephone. Other requirements include:

- Ability to operate a motor vehicle, two-way radio (including from field situations), and to effectively operate radar equipment, breathalyzer, etc.;
- Ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate orally and in writing;
- Overall stamina and ability to perform moderate to strenuous physical activity;
- Vision sufficient to perform all duties (corrective lenses may be utilized); and
- Ability to hear alarms and audibly identify the presence of a danger or hazard.

Recruiting Requirements

- Bachelor's Degree from recognized college or university in Law Enforcement or Management related field; or equivalent experience with a minimum of ten years experience in a state, county, or municipal civil law enforcement agency including a minimum of three years administrative experience at the rank of Sergeant or higher.
- Ongoing education in law enforcement procedures.
- Training in the use of assorted job-related equipment, including breathalyzer and radar machines.
- Proficiency in the use of weapons and self-defense tools.
- Completion of Washington State Basic Training Academy or equivalent.



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Involved Body Parts:			
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- Washington State Criminal Justice Training Commission Middle-Management Career-Level Certification.
- Washington State Criminal Justice Training Commission Executive-Management Career-Level Certification (or ability to obtain within 2 years from date of appointment).
- Demonstrated leadership ability.
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Experience and Training

Ten years experience in a qualified state, county or municipal civil law enforcement agency, which must include a minimum of three years administrative experience at the rank of sergeant (or equivalent) or higher, (or any combination of experience and training that provides the desired, skills, knowledge and abilities). Possess a valid Washington State driver's license.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, mouse, keyboard, telephone, two-way radio, cellular phone, office equipment to include copier, fax machine, printer, scanner, stapler/staples, hole punches, tape dispenser/tape, paper clips file folders, portfolio, briefcase, protective equipment to include vest, gun, club, tazer, hand-cuffs, uniform, specified footwear, utility belt, motor vehicle, safety equipment and first-aid equipment for vehicle, traffic flags, traffic cones, safety vest with high visibility markings, flares, defibrillator



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Phone:	(360) 515-5962	DOT#:	375.117-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

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 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 checked="" 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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 60%				X		Sitting may be performed in office at desk when meeting with personnel, operating computer, reviewing and preparing reports, researching information, utilizing the telephone, conducting/participating in meetings, and when operating motor vehicle.
Standing	Up to 30%			X			Standing may be performed when consulting with staff, providing training, speaking with the general public, and consulting staff and other City personnel.
Walking	Up to 30%			X			Walking is performed within work area, and to access other areas of the building. Walking may be performed in the community when attending meetings, and meeting with the general public. Walking may be performed on smooth and uneven surfaces including asphalt, concrete, tile, vinyl, carpet, grass, dirt, and rocky surfaces. Surfaces may be uneven, and even sloped at times. Distances vary daily and can be minimal, or the worker may be required to walk up to 500 yards at a time.

Lifting floor – waist	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
			Up to 100 lbs.	Up to 10 lbs.		



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Chief
Phone:	(360) 515-5962	DOT#:	375.117-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

Lifting waist-shoulder	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
		Up to 100 lbs.	Up to 10 lbs.			
Lifting above shoulder	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or lift items to be taken to the station as evidence. The majority of items are lifted at the knee to shoulder level. Items lifted above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
		Up to 50 lbs.	Up to 10 lbs.			
Carry (Dist.)	N	S	O	F	C	Police Officers, including the Police Chief, may be required to maneuver the weight of a person, move debris, or carry items to be taken to the station as evidence. The majority of items are carried at waist level. Items carried above shoulder height tend to be significantly lighter. The Officers are required to lift and carry standard issue items such as a gun, club, two way radio, tazer, hand-cuffs, and vest. Specific items must always be kept in the Officer's motor vehicle such as traffic cones and flags, flares, first aid kits, and defibrillators.
		Up to 100 lbs.	Up to 10 lbs.			
Pushing/ Pulling	N	S	O	F	C	Pushing and pulling can vary significantly during the course of a month. Most pushing and pulling at this level of work is performed using nominal weight such as the opening/closing of a file drawer, or office door. Pushing/pulling of significant force may be utilized to detain a person of interest, especially when that individual is resisting arrest.
		Up to 100 lbs.	Up to 5 lbs.			



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
		Claim #:	
		Job Title:	Police Chief
Phone:	(360) 515-5962	DOT#:	375.117-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

	N	S	O	F	C	
Climbing		X				Climbing stairs may be required within the office building, and outside in the community when attending meetings, and working with the general public.
Balancing	X					Balancing is not required.
Stooping / Bending		X				Stooping/bending may be required to access lower file drawers, trunk of motor vehicle, and supply shelves.
Twisting		X				Twisting may be performed when working within the community, accessing items in motor vehicle, and when pulling items out of evidence.
Squatting / Kneeling		X				Squatting/kneeling is seldom performed when accessing items in lower drawers, on lower shelves, and when examining things at lower levels.
Crawling	X					Not required.
Foot Controls			X			Required to operate motor vehicle.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Reaching forward is required to operate mouse, answer telephone, pick up items off counter, when working with files, paperwork, and with evidence.
	Below Waist		X			Reaching below waist is required when accessing files, paperwork, and materials/supplies stored on lower shelving units.
	Above Shoulder		X			This is required when accessing files, materials, and supplies located on shelving above shoulder height
Handle/Grasp				X		Mouse, paperwork, drawer/door handles, gun, club, tazer, hand cuffs, two-way radio, writing utensils, telephone hand set, steering wheel, traffic cones, flags, flairs, first aid kit, defibrillator, laptop, material evidence.
Fine Finger Manipulation			X			Keyboarding, utilizing mouse, cellular phone, writing
Hand Controls						Mouse, motor vehicle, hand gun, club, two-way radio,
Repetitive Motion			X			Keyboarding
Vibratory Tasks	X					Not required



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Police Chief
Phone:	(360) 515-5962		DOT#:	375.117-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

	N	S	O	F	C	
Talking					X	Communication with staff, executive management team, and general public.
Hearing					X	Communication with staff, executive management team, and general public.
Vision					X	Vision is required in all aspects of this position from computer work to operation of motor vehicle. The position requires the drafting of correspondence, as well as the review of letters, documents, and reports. Vision is required when out in public to make observations within the community.

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											

Possible Employer Modifications:



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Police Chief
Phone:	(360) 515-5962		DOT#:	375.117-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Police Chief
Phone:	(360) 515-5962	DOT#:	375.117-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Planning/Building Front Counter Clerk/Receptionist
Phone:	(360) 515-5962	DOT#:	219.362-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Planning/Building Front Counter Clerk/Receptionist	DOT Title:	General Office Clerk
SVP:	4	DOT #:	219.362-010
GOE:	07.01.02	Type of Industry:	Clerical and Kindred
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

This may be a full-time or part-time position. The regular working hours for each position and employee shall be set by the Department Director or designee. Attendance at evening meetings or other off-duty events is not a regular part of the duties of this position and is not anticipated; however the individual may from time to time be required to return to duty after normal work hours.

Major Function and Purpose

The Planning/Building Front Counter Clerk performs office/clerical duties necessary to the efficient operations of the Planning and Building Department.

General Function

The Planning/Building Front Counter Clerk provides receptionist and clerical support work, filing, typing, data entry into computer and any other general assistance to the Planning and Building Department

Supervision Responsibilities

This position has no supervision responsibilities.

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6 East Olympia, WA 98540-0006		Claim #:	
			Job Title:	Planning/Building Front Counter Clerk/Receptionist
Phone:	(360) 515-5962		DOT#:	219.362-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

related duties requested by a supervisor.

- Answering and making telephone calls: Communicate professionally and courteously. Take messages, make appointments, and transfer callers to appropriate personnel. Transfer calls to other departments, as appropriate. Answer general application questions, provide accurate basic information, direct callers to website, informational brochures, or other resources in accordance with established guidelines. Assist callers with problems, complaints, and service concerns. Provide permit status information. Notify applicants when permits are ready for pickup and inform them what fees are due.
- Provide quality customer service at the front counter: Assist visitors with their questions and submittals. Maintain visitor log. Receive land use and building permit applications. Provide initial check of applications for submittal requirements. Take messages, schedule appointments, and direct visitors to appropriate personnel or department. Issue building permits.
- Schedule building permit inspections.
- Coordinate meetings with staff and the public.
- Log and distribute incoming front counter drop-offs for the Planning-Building Department.
- Receive, check, sort, log, and distribute incoming mail and faxes for the Planning-Building Department.
- Enter Land Use and Building permit application data into Land Information System database.
- Receive, distribute, and track land use and building permit applications.
- Prepare and issue approved building permits after final fees are collected.
- Provide scanning, copying, and printing services for permit intake and other office operations.
- File correspondence, permits, and various other materials. Maintain filing systems. Retrieve and copy documents from building permit files for staff and public disclosure requests.
- Assist staff with mailing, correspondence, research, and meeting preparation.
- Operate office equipment such as copiers, typewriters, personal computers/terminals, fax machines and calculators.
- Utilize word processing software to draft documents, including permit extension and expiration letters, reports, and other documents and correspondence when requested. Mail letters relating to expired applications, permit extensions, expired permits, and other correspondence.
- Input data to electronic spreadsheets using computer. Utilize electronic data sources for mail merge, reports, and other applications.
- Maintain established rosters and data inventories.
- Maintain lobby area and copy room as clean and functioning spaces. Monitor office supplies inventory. Maintain a supply of application forms, Planning-Building Department brochures, and other materials for public information.
- Interact courteously with other employees. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and professionalism. Communicate regularly with other departments as well as with the public and various agencies.
- Appear for scheduled work with regular, reliable and punctual attendance Effectively plan and organize work



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6 East Olympia, WA 98540-0006		Claim #:	
			Job Title:	Planning/Building Front Counter Clerk/Receptionist
Phone:	(360) 515-5962		DOT#:	219.362-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

and complete tasks within prescribed timeframes.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

Knowledge of: General office practices and procedures including business English and basic math. General practices in care and operation of equipment used. Proficiency in office software applications (word processing, page layout, spreadsheets).

Skills: Good interpersonal communication skills are required to deal with other individuals. Courteous telephone techniques. The individual must be proficient in spelling, grammar, and arithmetic.

Ability to: Operate standard office equipment and machines such as personal computer/word processor, calculators, copiers, fax machines, and multi-line telephone system. Communicate effectively and professionally via telephone in a courteous and cooperative way even in adverse situations. Effectively deal with public concerns and questions. Research, prepare and maintain records and reports. Prepare correspondence, reports and other documents with proper formatting. Accurately account for permit fees and receipts.

Working Conditions

Work is performed in an office environment. There are no extraordinary physical demands on the employee in this position. Repeated interruption of the work routine is typical. The work area can be noisy. Substantial telephone and in-person contact with the public, builders, engineers, contractors, developers, governmental agencies and departments require that the individual have the ability to communicate effectively. This position requires extensive reading and involves repetitive motion tasks. The employee will be required to answer telephones. Requires the ability to operate a personal computer/terminal and other office equipment.

Contacts and Relationships

The Planning/Building Front Counter Clerk has extensive contact with the public and members of other departments and agencies.

Recruiting Requirements

- High School Diploma
- Prior office experience, including use of office equipment and machines
- Knowledge and experience utilizing computer software including Word and EXCEL required.
- Experience in land use or building permitting desirable
Background in Planning or Building industry desirable
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6 East Olympia, WA 98540-0006		Claim #:	
	Phone: (360) 515-5962		Job Title:	Planning/Building Front Counter Clerk/Receptionist
		DOT#:	219.362-010	
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

and Alcohol Testing Policy.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, keyboard, mouse, telephone, copy machine, fax machine, large scale copier, printer, plans, files, file cabinets, motor vehicle, cell phone, camera, writing utensils, etc.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input checked="" 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	6	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week

PHYSICAL DEMANDS	FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6 East Olympia, WA 98540-0006		Claim #:				
			Job Title:	Planning/Building Front Counter Clerk/Receptionist			
Phone:	(360) 515-5962		DOT#:	219.362-010			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Sitting	Up to 60%				X	Sitting is performed at a desk to perform plan review, document review, and to operate a computer, or in a motor vehicle to drive to various locations within the city. Sitting may be performed for extended periods of time (up to four hours) however, the worker may alternate positions at his/her discretion.
Standing	Up to 40%				X	Standing may be performed when operating office equipment, and when meeting with contractors, and the general public. This position works with the general public at the front counter answering questions, and assisting with the permitting/paperwork process. Operates scanner.
Walking	Up to 20%			X		Walking may occur on even and uneven ground including tile, carpet, vinyl, cement, and asphalt surfaces. The worker may be required to traverse distances of up to 300 ft. at a time. This position is mostly an inside position; however the worker may accompany the Assistant Planner on special projects from time to time.

The percentages listed above are indicative of the total amount of time a person in this capacity may perform these physical demands. Some days require more sitting than standing or walking, and some days may require more standing, etc.

Lifting floor – waist	N	S	O	F	C	The worker may lift plans, files, documents, books, binders, and office supplies.
		Up to 20 lbs.	Up to 10 lbs.			
Lifting waist–shoulder	N	S	O	F	C	The worker may lift plans, files, documents, books, binders, and office supplies.
		Up to 20 lbs.	Up to 10 lbs.			
Lifting above shoulder	N	S	O	F	C	The worker may lift plans, files, documents, books, binders, and office supplies.
		Up to 20 lbs.	Up to 10 lbs.			
Carry (Dist.)	N	S	O	F	C	The worker may carry plans, files, documents, books, binders, and office supplies.
		Up to 20 lbs.	Up to 10 lbs.			
Pushing/ Pulling	N	S	O	F	C	Push/pull file drawers, plans for review, doors, and office equipment (copier lid) may require up
		Up to				



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006		Worker:	
			Claim #:	
			Job Title:	Planning/Building Front Counter Clerk/Receptionist
Phone:	(360) 515-5962		DOT#:	219.362-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

		10 lbs.				to 10 lbs. of force.
--	--	---------	--	--	--	----------------------

	N	S	O	F	C	
Climbing	X					Not required.
Balancing	X					Not required.
Stooping / Bending		X				Performed on a seldom basis to access lower shelves and filing cabinet drawers.
Twisting	X					Not required.
Squatting / Kneeling		X				May be performed on a seldom basis to access lower shelves and filing cabinet drawers.
Crawling	X					Not required
Foot Controls		X				Performed to operate motor vehicle.

	N	S	O	F	C	
Reaching (Level)	Forward		X			Required when working with plans, answering phone, and operating office equipment.
	Below Waist		X			Performed when accessing lower level file drawers and shelves.
	Above Shoulder		X			Performed when accessing shelves and file drawers at or above shoulder height.
Handle/Grasp				X		Required to operate mouse, telephone, office equipment, motor vehicle controls, maneuver files, plans, and mouse.
Fine Finger Manipulation				X		Required to operate computer keyboard.
Hand Controls		X				Performed when operating office equipment, and motor vehicles.
Repetitive Motion				X		Keyboarding.
Vibratory Tasks	X					Not required.

	N	S	O	F	C	
Talking				X		Required to communicate with co-workers, and the general public.
Hearing				X		Required to communicate with co-workers, and the general public.
Vision					X	Required to view computer screen, review plans, read documents, and operate motor vehicle.



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006		Worker:	
			Claim #:	
			Job Title:	Planning/Building Front Counter Clerk/Receptionist
Phone:	(360) 515-5962		DOT#:	219.362-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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											

Possible Employer Modifications:

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:



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006		Worker:	
			Claim #:	
			Job Title:	Planning/Building Front Counter Clerk/Receptionist
Phone:	(360) 515-5962		DOT#:	219.362-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
	Phone: (360) 515-5962	Claim #:	
		Job Title:	Planning/Building Front Counter Clerk/Receptionist
		DOT#:	219.362-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Office Assistant II
Phone:	(360) 515-5962	DOT#:	219.362-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Office Assistant II	DOT Title:	Administrative Clerk
SVP:	4	DOT #:	219.362-010
GOE:	07.01.02	Type of Industry:	Clerical and Kindred
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The Office Assistant II is an intermediate level position that performs a wide range of administrative support, clerical and reception duties to support the Administrative Services Department, the Mayor and legislative body or other groups/departments as assigned. Responsibilities include, but are not limited to, Mayor/Council Administrative Support Services, Records Management, Risk Management, Purchasing and Licensing/Permits.

The Office Assistant II provides administrative, and reception support for the Administrative Department. He/she greets visitors, receives incoming telephone calls and provides information within scope of knowledge for the Administrative Department, the Mayor and legislative body and performs a variety of diversified duties as needed to keep the Administrative Services Department operating efficiently.

This position functions with general supervision by the Administrative Services Director/City Clerk/Assistant to the Mayor, however, work activities may be directed by the Deputy Clerk, in the absence of or at the request of the Administrative Services Director/City Clerk

Supervision Responsibilities

This is a non-supervisory position.

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Receives incoming telephone calls for the Administrative Departments, the Mayor and legislative body and greets visitors to the office



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Office Assistant II
Phone:	(360) 515-5962	DOT#:	219.362-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Communicates orally using a telephone or in person, in a clear and concise manner
- Assists customers with problems, complaints, and service concerns
- Distributes incoming mail, products, or material in a prescribed manner
- Processes out-going mail to assure proper postage and transports mail to Post Office
- Maintain postage meter internal accounting records
- Provides information, within scope of knowledge, to the public or other departments, or refer to appropriate person or department
- Interacts with other employees and the public
- Maintain City/City Attorney Routing System
- Maintain Administrative Services Department records and/or files
- Maintain index system for special files
- Research and obtains reference materials for various Administrative or Legislative projects
- Maintain City historical information.
- Maintain various reference books and manuals within the office and coordinate distribution of updates to other offices as prescribed
- Produces written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Issues receipts to customers and makes change when necessary
- Process and prepare various permits and/or license application
- Data entry using a computer system and multiple software application programs, including, but not limited to, word processing and spreadsheet applications
- Issue purchase orders as requested
- Coordinate use of city facilities that are available for public use, within established policies and procedures
- Assist in development of departmental procedures and recommends revisions to improve efficiency of department process
- Assist other city departmental clerical functions when approved by the department supervisor.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

The individual serving as the Office Assistant II must be able to communicate effectively and courteously. Knowledge of routine office procedures, including use of office equipment is required. The individual in this position must have the ability to communicate in person or via telephone to interact with others. This position demands good interpersonal communication skills to deal with other individuals.

Recruiting Requirements

- High School Diploma



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- Experience with word processing and spreadsheet software programs
- Prior office experience, including use of office equipment and machines
- Bondable
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy

Experience and Training

- Experience with IBM PC or equivalent computer
- Experience with Microsoft Office Software and Excel spreadsheets preferred
- Experience in local government preferred

Any combination of experience and training that provides the desired skills, knowledge and abilities.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, printer, copy machine, fax machine, mail meter machine, 10-key calculator, telephone, (telephone headset is available), stapler, staple puller, paper clips, binder clips, scissors, tape and tape dispenser, files, file cabinets, archive boxes, and audio/visual equipment.



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X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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 type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" 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

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	50%				X		Typically doesn't stay in a stationary seated position for more than an hour. The worker operates the computer, composes correspondence, and opens/processes mail.
Standing	30%		X				Mail metering is typically performed standing in one position with little movement and takes approximately 15 minutes two times per day. Standing may also be performed when making copies, and retrieving items from printer and/or fax machine. Static standing is very rare as the nature of the work requires the worker to move within small areas to file, retrieve information, and utilize office equipment. The position also serves the front counter answering general questions, and assisting with customer service needs. This person in this capacity also sets up for council meetings including water, coffee, and ensures the appropriate arrangement of fixtures.
Walking	20%		X				Employee moves frequently between a desk, front counter, copy/file room, and work room (copy machine, printer, mailing equipment, etc.). The employee's desk is located on the second floor of the building. The employee can and does use the elevator between floors. Stairs are also available. While filing the employee may rotate from standing on floor, to stepping on step stool, to sitting on step stool, and then moving between file cabinets. While sorting mail the employee will move between the bins to deposit mail into slots. Both of these tasks are standing/stopping for a short time with a short distance to



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X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

										travel between bins.
--	--	--	--	--	--	--	--	--	--	----------------------

	N	S	O	F	C	
Lifting floor – waist	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs.: Partially full mail bins. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. Bins full of mail can vary in weight, about 20 to 30 lbs.
Lifting waist–shoulder	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs.: Partially full mail bins. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. Bins full of mail can vary in weight, about 20 to 30 lbs.
Lifting above shoulder	N/A	N/A	Up to 10 lbs.	N/A	N/A	Up to 10 lbs.: various pieces of mail while sorting into upper bins, files into file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.
Carry (Dist.)	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser. Up to 20 lbs.: Partially full mail bins. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Archived boxes are moved from work area to storage. Distances may vary. A hand cart is available for this task.



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Pushing/ Pulling	N	S	O	F	C	Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a hand cart on vinyl and carpeted surfaces takes 8-10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content.
	N/A	Up to 15 lbs.	Up to 10 lbs.	N/A	N/A	

	N	S	O	F	C	
Climbing		X				<p>Stairs: This building has one set of stairs that cover three flights (ground floor, and a second and third floor). Employees have option of using stairs or elevators. Not required to perform duties. The work area is located on the second floor.</p> <p>Ladders: A step stool is also utilized while filing by some employees. The file cabinets are 5 drawer in height, 60". File shelves extend from floor to ceiling, and require the use of the step stool in order to access the higher shelves.</p>
Balancing		X				While using step stool during filing or walking on stairs.
Stooping / Bending			X			<p>At Waist: While filing bending to reach lower drawers. While sorting mail may have to bend to reach mail bin if left on floor, typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower mail bins employee may bend.</p> <p>At Neck: While filing bending to reach lower drawers. While sorting paperwork, may have to bend to reach boxes, if left on floor. Typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower boxes employee may bend. While working from documents as part of accounting duties may be reviewing papers on flat desk surface.</p>
Twisting/Rotating		X				At Waist: While sorting paperwork employee may twist/turn at waist to reach bins or boxes. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty.



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					At Neck: While sorting paperwork employee may twist/turn neck to reach bins. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. Employees work in cubicles and depending upon setup of workstation may have back to approaching co-workers. Twisting of neck to observe persons may be done.
Squatting / Kneeling		X			While filing employee may choose to squat, kneel, or use the stool to access lower drawers.
Crawling	X				Not required.
Foot Controls	X				Not required.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Reaching occurs when opening/closing file drawers, depositing paperwork into file bins/boxes, reaching office supplies/tools on desk such as stapler, hole punch, tape, etc. these items are typically light in weight, done consistently throughout the work day, but short in duration. The worker also assists the general public at the front counter.
	Below Waist		X			Filing in lower drawers or accessing packages or boxes on the floor.
	Above Shoulder		X			The file drawers are 5 drawers in height (60"). The highest mail bins are located 70" above the floor surface. The worker may also access files on higher shelves, and opt to either reach above shoulder height, or utilize a step stool. The latter is recommended. (Reader to note the amount of reaching above shoulder also depends upon the height of the employee.)
Handle/Grasp				X		Computer mouse, cart handles, mail bins.
Fine Finger Manipulation				X		Keyboarding and 10-key calculator.
Hand Controls			X			The mouse requires the clicking of buttons on the right or left side depending upon the function. The copy machine, fax machine, and telephone all require data entry. The position is also responsible for the set up of audio/visual equipment for council meetings.
Repetitive Motion			X			This position requires some computer work. When



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X	Job of Injury		Light Duty Position	
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				Training Goal

						entering data, the work performed may be repetitive. Filing may also constitute repetitive motion.
Vibratory Tasks	X					Not required.

	N	S	O	F	C	
Talking/Hearing					X	Talking and hearing are required to communicate with coworkers, and the general public. Talking and hearing are required to utilize the telephone, and when addressing the general public at the front counter. Accommodations could be made for individuals with hearing impairments; however, assisting the general public is an essential function of this position.
Vision					X	Near acuity is vital in this position as the employee must be able to read a computer screen, as well as paperwork. The worker must pay attention to the front counter, and assist customers as they arrive. Filing and sorting of mail may be difficult if visually impaired.
Taste/Smell	X					Not required.

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											



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Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



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MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Phone:	(360) 515-5962	DOT#:	169.167-082
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	LAN Tech IT Manager	DOT Title:	Computer Operations Mgr.
SVP:	8	DOT #:	169.167-082
GOE:	11.01.01	Type of Industry:	Professional and Kindred
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

This is a full or part-time position. Attendance at evening meetings or other off-duty events is not anticipated. However, nature of position function and job responsibilities may require on the job activities at irregular hours, weekend, evening and weekends.

Major Function and Purpose

Incumbent is responsible for administering the City's LAN/WAN and maintaining all computer related hardware and software. Including, but are not limited to, training City staff, GIS implementation and coordination of out-sourced work.

General Function

Incumbent is responsible for all City computer systems. Including providing technical and operational support to users; coordinating information system equipment purchases, budgeting and planning for equipment and software replacements/upgrades; and ensuring that the networks' security, fault tolerance, backup and virus protection systems are fully functioning.

The LAN TECH/IT MANAGER works independently with minimal supervision. Work performed by the employee may be reviewed by the City Treasurer, the Assistant Treasurer or by an auditor from an agency not affiliated with the City. The City Treasurer or the Assistant Treasurer may assign priorities and specific tasks.

Supervision Responsibilities

This is a non-supervisory position



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Phone:	(360) 515-5962	DOT#:	169.167-082				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Hardware and Software

- Install and maintain all information system hardware and software.
- Establish and maintain a preventative maintenance schedule for hardware. Monitor maintenance contracts and coordinate maintenance and repairs with the appropriate vendor.
- Recommend and use consultants for maintenance, programming, troubleshooting, and repairs, as required.

User Support

- Provide software support to include assisting users in the operation of a variety of application products. Support vendor installed Eden System software.
- Provide user support for computer related hardware.
- Provide in-house user training and/or coordinate vendor provided training.
- Consult with City staff to determine user needs for new or updated systems, operations and procedures.
- Transfer data between PC's, as needed.

LAN

- Coordinate with departments and consultants to determine LAN needs.
- Install, configure and maintain computer hardware and software on City network.
- Troubleshoot LAN hardware and software problems and, if necessary, coordinate with outside consultant for necessary assistance.
- Administer the network and security program.
- Advise the City on computer needs and modifications.
- Establish and perform scheduled network system backups and maintain appropriate off site storage system.
- Establish, monitor and maintain network security for City-wide computer operations. Create and maintain network user accounts, passwords, rights.
- Control access to applications, data, electronic mail and electronic calendar functions.

GIS

- Develop and maintain the City Geographic Information System (GIS).
- Prepare GIS maps and retrieve data, as requested by City staff.



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X	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

- Research GIS databases, collect and input data, and produce and analyze output.
- Coordinate with Kitsap County and other agencies to provide and receive GIS data.

AutoCAD

- Maintain AutoCAD system.
- Prepare and update AutoCAD utility maps and drawings from field notes and construction drawings, as requested by the City Engineer and Planning Department.

Other Duties

- Prepare annual budget requests for information systems equipment and programs.
- Participate in the development of a short and long-term information system plan, including related budget projections.
- Work with City Treasurer and Administrative Services Director to develop policies on computer and network operations, electronic mail, Internet use, confidentiality issues, etc.
- Conduct cost-benefit analyses and present reports, as required.
- Comply with applicable City, State and Federal laws, including the monitoring of software applications to ensure that appropriate software licensing requirements are met.
- Other duties as assigned.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

Requires a basic knowledge of operating systems, including Novell Netware 4.11 and Microsoft Windows '95/'98. Also requires knowledge of a diverse set of applications, including Microsoft Office 97, AutoCAD, Eden software, GIS, etc.

Resolve common complaints and problems associated with the use of local and wide area networks, personal computers and software; knowledge of resources available to assist in solving basic local and wide area network hardware, software, and communications problems. Identify, analyze and correct hardware, software, topology, wiring and user problems with personal computer hardware and established City standard PC software packages. Have the knowledge to proficiently use materials, tools, equipment and techniques standard to the profession for installation, problem diagnosis, maintenance and repair of personal computers and local and wide area networks.

Communicate effectively, both orally and in writing in a clear, concise language appropriate for the purpose and the parties addressed. Use tact, discretion and courtesy to establish and maintain effective and cooperative working relationships with public officials, consultants, vendors, co-workers, other departments, and diverse members of the public. Must maintain confidentiality at all times. Work independently or



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Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

cooperatively as a team member.

Recruiting Requirements

- 3 years actual experience of which 2 years can be substituted with an AA degree in a relevant field.
- High School Diploma
- Valid Washington State Driver's License
- Must be bondable.
- All City employees must successfully pass a pre-employment Drug Test as prescribed by the City's Drug and Alcohol Testing Policy.

Experience and Training

Technical training or Associate of Arts degree in computer science or equivalent, desirable.

- Experience with IBM PC or equivalent computer.
- Experience with application software, including word processing and spreadsheets.
- An equivalent combination of education/experience that provides the required skills, knowledge and abilities.
- Experience in computer applications data processing, and/or information systems of comparable size, type and complexity to City systems.
- Requires a proven ability to organize data, and operate a fully integrated computer network.
- Must be willing to attend computer classes and undergo an on-going training effort to meet growing job demands in a dynamic computer environment.

Any other combination of experience and training that provides the desired skills, knowledge and abilities.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Servers, computers, laptops, keyboard, mouse, telephone, screw driver, lens cloth, cleaning fluid, canned air, printer, copier, fax machine, scanner, motor vehicle, software programs, other computer hardware



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PHYSICAL REQUIREMENTS

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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 checked="" 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		Days Per Week

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	Up to 80%					X	Working at computer, or server installing/updating software, running scans, researching information, maintaining security, and electronic storage of information, and when operating motor vehicle.
Standing	Up to 5%		X				May be performed when working on computers/server.
Walking	Up to 30%			X			Accessing various areas of the building. The main offices are located in a three story building accessible by stairs and/or an elevator. The LAN Tech IT Manager also services outlying office, and may be required to travel by motor vehicle to access them.

Lifting	N	S	O	F	C	
	floor – waist		X			
Lifting	N	S	O	F	C	
	waist–shoulder		X			

The heaviest item lifted would be a printer, or a flat screen monitor. Worker may also handle desk top monitors, computer towers (desk tops), laptops, and other computer hardware. Additional items of nominal weights including hand tools, telephone hand set, paper files, etc. may also be lifted.

The heaviest item lifted would be a printer, or a flat screen monitor. Worker may also handle desk top monitors, computer towers (desk tops), laptops, and other computer hardware. Additional items of nominal weights including hand tools, telephone hand



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	LAN Tech IT Manager
Phone:	(360) 515-5962		DOT#:	169.167-082
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

							set, paper files, etc. may also be lifted.
Lifting above shoulder	N	S	O	F	C	Up to 20 lbs.	It is not likely the worker would be required to lift items overhead of weights greater than 10 lbs.; however, items may be placed into storage, which would require this type of lifting, if placed on a shelf above shoulder height.
		X					
Carry (Dist.)	N	S	O	F	C	lbs.	The heaviest item carried would be a printer, or a flat screen monitor. Worker may also handle desk top monitors, computer towers (desk tops), laptops, and other computer hardware. Additional items of nominal weights including hand tools, telephone hand set, paper files, etc. may also be carried. Distances vary by location, and would not likely exceed 300 ft.
		X					
Pushing/ Pulling	N	S	O	F	C	Up to 20 lbs. of force	Performed when maneuvering computer hardware.
			X				

	N	S	O	F	C	
Climbing		X				Some climbing may be required in order to access wiring, Cat5 lines, telephone lines, and clock tower.
Balancing		X				Balancing is performed when working with ladder.
Stooping / Bending		X				Stooping/bending may be performed to access computer towers, keyboards, mouse, printers, and other equipment located under desks, or on lower shelves.
Twisting		X				Twisting may be performed when accessing computer equipment, especially in tight quarters such as under a desk.
Squatting / Kneeling		X				Squatting/kneeling may be performed to access computer towers, keyboards, mouse, printers, and other equipment located under desks, or on lower shelves, or when accessing wiring at lower areas (under desks, along walls).
Crawling		X				Similar to squatting/kneeling, this may be performed to



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:		
	P.O. Box 6		Claim #:		
	East Olympia, WA 98540-0006		Job Title:	LAN Tech IT Manager	
Phone:	(360) 515-5962		DOT#:	169.167-082	
Involved Body Parts:					
X	Job of Injury		Light Duty Position	Direct/Transferable	Training Goal

					access computer towers, keyboards, mouse, printers, and other equipment located under desks.
Foot Controls		X			Foot controls on motor vehicles are operated when traveling from one physical location to another. The worker may also drive to participate in outside meetings, and/or trainings.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Performed when operating mouse, working on laptops, towers, and other computer hardware.
	Below Waist		X			Performed when working with computer towers, servers, patch panels, and wiring.
	Above Shoulder	X				Performed when working with patch panels, and wiring. May also be performed when accessing supplies.
Handle/Grasp				X		Performed when working with computer mouse, wires, servers, hand tools, telephone head set, office machines, and when operating motor vehicle.
Fine Finger Manipulation					X	Required to keyboard, operate some hand tools, and work with small parts.
Hand Controls				X		Required to work with mouse, office equipment including computers, and to operate a motor vehicle.
Repetitive Motion				X		Keyboarding, and operating mouse.
Vibratory Tasks	X					Not required.

	N	S	O	F	C	
Talking				X		Performed when interacting with City personnel, and when communicating in person, and via telephone.
Hearing				X		Performed when working with City personnel, using telephone, and working on some computer components.
Vision					X	Required when operating motor vehicles, installing software, and working with computer hardware, and wiring.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	LAN Tech IT Manager
Phone:	(360) 515-5962		DOT#:	169.167-082
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

F252-072-000 05- 2012

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

2/12/14

Date

2/12/14

Date



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	LAN Tech IT Manager				
Phone:	(360) 515-5962	DOT#:	169.167-082				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:
Anticipated release date: _____
Treatment plan: _____
- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Judge
Phone:	(360) 515-5962	DOT#:	111.107-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Judge	DOT Title:	Judge
SVP:	9	DOT #:	111.107-010
GOE:	11.04.01	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The Municipal Court Judge presides over the Port Orchard Municipal Court.

General Function

The Municipal Court Judge manages and oversees all court functions, including judicial functions.

Supervision Responsibilities

The Court Administrator supervises a Lead Clerk, a Assistant Court Clerk and a Probation Monitoring Clerk. The Judge oversees and directs the Court Administrator regarding these supervisory duties.

Job Qualifications and Skills:

The job duties and responsibilities set forth in this document do not represent a complete or exclusive list of duties. The Judge presides in court for hearings and trials as necessary. He/she submits for approval the court's budgetary requests on an annual basis, and must interact with the public, other municipal departments, and various local and state agencies on a regular basis.

Knowledge, Skills and Abilities

The Municipal Court Judge must understand and be able to apply the law of the state of Washington and the City's ordinances, and be capable of independent research. He/she must be able to maintain order and conduct court calendars under time constraints. The Judge must be able to communicate, both orally and in writing, effectively and courteously.

Recruiting Requirements

- Citizen of the U.S. and the State of Washington
- Attorney admitted to practice law before the courts of record of the State of Washington
- Criminal law and trial experience preferred



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Judge				
Phone:	(360) 515-5962	DOT#:	111.107-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy

Experience and Training

Any other combination of experience and training that provides the desired skill, knowledge and abilities equivalent to the requirements above.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Gavel, computer, elevated desk, files/paperwork, telephone

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	5	Days Per Week

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting						X	Most of the work is performed in a seated position while maintaining order within the courtroom, and carrying out the court calendar.
Standing			X				Minimal static standing is performed when entering the court house. Most of the work is performed in a seated position.



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Judge
Phone:	(360) 515-5962		DOT#:	111.107-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

Walking			X				Walking is performed when entering the court room, and accessing various rooms within the courthouse. It is performed on tile, carpet, and vinyl surfaces. The building entrance requires walking on concrete. Stairs are utilized to access the back side of the courtroom.
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Lifting floor – waist	N	S	O	F	C	Lifting from floor to waist is typically not required. Information may be contained within boxes, and the judge may access these from time to time.
		Up to 30 lbs.				
Lifting waist–shoulder	N	S	O	F	C	Paperwork is presented over the courtroom counter. Rarely do documents exceed 5 lbs., and most weigh less than one lbs. The gavel is utilized within the courtroom, and weighs less than two lbs.
		Up to 5 lbs.				
Lifting above shoulder	N	S	O	F	C	Not required.
	X					
Carry (Dist.)	N	S	O	F	C	Paperwork weighing less than 5 lbs. may be carried from chambers to the courtroom.
		Up to 5 lbs.				
Pushing/ Pulling	N	S	O	F	C	Opening doors, and drawers may require the use of up to 5 lbs. of force.
		Up to 5 lbs.				

	N	S	O	F	C	
Climbing		X				Stairs – three flights. Elevator is available.
Balancing		X				Balance is required when ascending/descending stairs.
Stooping / Bending	X					Not required.
Twisting	X					Not required.
Squatting / Kneeling	X					Not required.
Crawling	X					Not required.
Foot Controls	X					Not required.

	N	S	O	F	C	
Reaching Forward			X			Accessing paperwork at chambers bench.



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Judge
Phone:	(360) 515-5962		DOT#:	111.107-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

(Level)	Below Waist					Not required.
	Above Shoulder					Not required.
Handle/Grasp		X				Paperwork, doors, drawers, gavel, computer mouse
Fine Finger Manipulation			X			Keyboarding may be required to check and compose e-mail, and when drafting letters.
Hand Controls	X					Not required.
Repetitive Motion	X					Not required.
Vibratory Tasks	X					Not required.

		N	S	O	F	C	
Talking				X			Performed within courtroom, and when utilizing the telephone.
Hearing						X	Most of the work requires acute listening skills, which are performed on a constant basis while hearing court cases.
Vision						X	Vision is required on a constant basis to observe activities of courtroom, and review paperwork.

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

Possible Employer Modifications:



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Judge
Phone:	(360) 515-5962		DOT#:	111.107-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Judge				
Phone:	(360) 515-5962	DOT#:	111.107-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	HR Coordinator
Phone:	(360) 515-5962	DOT#:	166.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	HR Coordinator	DOT Title:	Personnel Manager
SVP:	8	DOT #:	166.117-018
GOE:	11.05.02	Type of Industry:	Professional and Kindred
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The position of Human Resource Coordinator is a full-time position. Attendance at evening meetings or other off-duty events maybe required and the incumbent may also be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

Under the direction of the City Treasurer performs technical work in recruitment, selection, payroll and benefits administration; prepare policies and procedures concerning benefits administration; develop and administer examinations for various positions and serve as Secretary and Chief Examiner to the Civil Service Commission; perform special projects and assist with non-civil service selection procedures as assigned; and assist City with general Human Resources needs.

General Function

The Human Resource Coordinator is responsible for employee recruitment and selection processes, including development of job announcements, advertisements, applications, interview questions, and rating forms. The Human Resource Generalist is also responsible for oral interview boards, checking references, coordinating background checks, communicating with applicants, and ensuring legal compliance in all hiring practices. Conducts employee orientations; advises employees and supervisors of their eligibility for various programs and provides the necessary paperwork. Conducts research work and performs analysis regarding the administration of position classification and salary plans; conducts classifications, reclassifications, and salary surveys and makes recommendations for adjustments if required. Performs job audits and analyses of individual positions; recommends reclassifications; develops new or revised job classifications with employees and supervisors. Develops, analyzes and revises policies and procedures as necessary and in compliance with legal requirements. Researches and develops informational booklets and materials covering various Human



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	HR Coordinator				
Phone:	(360) 515-5962	DOT#:	166.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Resources areas of responsibilities. Interprets legal requirements and may develop or assist in the development of compliance policies. Responsible for ensuring compliance with the Family and Medical Leave Act and other federal and state regulations. Researches and processes Labor and Industries Claims for all employees. Assist in the collective bargaining environment and develop materials needed for the negotiation process.

Personnel

- Responsible for administration of Personnel Department, including development and interpretation of standard policies, procedures, labor agreements, state and federal personnel laws.
- Supervise all phases of city employment process to assure compliance with standard personnel practices. Coordinate use of temporary employees as required.
- Maintain personnel records and files for all city employees.
- Supervise and audit employee benefit packages for compliance and cost containment.
- Serve as Secretary/Chief Examiner for the Police Civil Service Commission. Establish and maintain eligibility rosters after facilitating testing process.
- Develop and maintain job descriptions for all city positions to assure compliance with applicable laws, policies and standard personnel practices and procedures.
- Coordinate development and maintenance of City Personnel Policies and Procedures
- Participate as a member of the City's bargaining committee in all labor negotiations.

Supervision Responsibilities

This position reports directly to the Treasurer or his/her designee. As Secretary Chief Examiner, this position is also accountable to the Civil Service Commission.

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work period, or to otherwise balance the workload.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of principles, practices, purpose and function of a Human Resource Coordinator in city government.
- Basic knowledge of municipal accounting procedures and the Budgeting, Accounting and Reporting Systems (BARS).



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	HR Coordinator				
Phone:	(360) 515-5962	DOT#:	166.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- Knowledge of local and state government laws, functions, and organization.
- Ability to take independent action to carry out approved policies and procedures and to recommend new or revised ones.
- Ability to express ideas effectively both orally and in writing.
- Ability to write clear, accurate and comprehensive.
- Ability to process Labor & Industries Claims
- Ability to develop and maintain effective working relationships with officials, city employee and the general public.
- Ability to work in an environment that requires tact, diplomacy, confidentiality and high level of independent decision-making.

Contacts and Relationships

The Human Resource Coordinator has frequent contact with the City's elected officials, with state, county and municipal government officials, outside consultants, auditors, vendors and other business-related individuals or agencies. This individual has occasion to work with the City's attorney on legal matters affecting the City and City employees. In the normal course of business the Human Resource Coordinator will have contact with other department heads, City personnel and the public. These contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities and to solve or negotiate solutions to problems. Communication may be either by telephone, in person or through written message.

Recruiting Requirements

- Valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier
- Must be bondable
- Competent with applicable computer system, technology, and software
- Experience with county, state, and local governments
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy
- Must have knowledge of:
 - Principles, practices and techniques of public personnel administration;
 - Principles and methods of recruitment, selection, position classification and compensation;
 - Statistics, logic and basic methods of problem solving;
 - Research methods, data collection and sampling techniques and statistical analysis;
 - Wage and salary administration
 - Correct English usage, grammar, spelling, punctuation and vocabulary;
 - Oral and written communication skills;
 - Federal, state and local legislation pertaining to Equal Employment Opportunity and Affirmative Action programs and practices;



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
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Phone:	(360) 515-5962	DOT#:	166.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- Rules regarding Washington State collective bargaining;
- Applicable laws, codes, regulations, policies and procedures;
- Operation of a personal computer and associated software;
- Interpersonal skills using tact, patience and courtesy;
- Municipal organization, operation, programs, policies and objectives.
- Must have ability to:
 - Read, interpret, apply and explain rules, regulations, policies and procedures;
 - Analyze technical personnel problems and recommend and/or implement solutions;
 - Generate reports and other data; prepare statistical tabulations;
 - Establish and maintain positive, effective working relationships with department directors, employees, job applicants and the public;
 - Work independently with little direction; meet schedules and time limits.

Experience and Training

- Bachelor's degree in Business or Public Administration, Human Resources, Personnel or related field, with five years of human resources, personnel and/or labor relations experience.
- Experience in writing and presenting information to the public and elected officials
- PHR or SPHR certification is desirable.

Any other combination of experience and training that provides the desired skill, knowledge and abilities equivalent to the requirements above.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, keyboard, mouse, monitor, telephone, file cabinets, paper files, reference materials (binders), stapler, paper clips, staple puller, printer, copier, fax machine, hole punch, archive boxes, rolling cart, labler



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
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Phone:	(360) 515-5962	DOT#:	166.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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 type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" 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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	50%				X		Typically doesn't stay in a stationary seated position for more than an hour. May sit up to two hours at a time to perform administrative functions, and to travel to off-site meetings.
Standing	10%		X				Standing may be performed when making copies, and retrieving items from printer and/or fax machine. Static standing is very rare as the nature of the work requires the worker to move within small areas to file, retrieve information, and utilize office equipment.
Walking	40%				X		Employee moves frequently between a desk, copy/file room, and work room (copy machine, printer, mailing equipment, etc.). The employee's desk is located on the second floor of the building. The employee can and does use the elevator between floors. Stairs are also available. While filing the employee may rotate from standing on floor, to stepping on step stool, to sitting on step stool, and then moving between file cabinets. The employee may walk from desk to other offices or conference rooms for meetings. Walking is performed on concrete, tile, carpet, asphalt, and rock surfaces. The employee may be required to attend meetings off-site.

Lifting floor – waist	N	S	O	F	C	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs.: Reference materials, files. Up to 35 lbs.: File boxes for archives thought to
	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6		Claim #:				
	East Olympia, WA 98540-0006		Job Title:	HR Coordinator			
Phone:	(360) 515-5962		DOT#:	166.117-018			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

						be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. The position also requires management of the wellness program, and may be required to lift/carry wellness supplies weighing up to 35 lbs.
Lifting waist-shoulder	N	S	O	F	C	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs.: Reference materials, files. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. The position also requires management of the wellness program, and may be required to lift/carry wellness supplies weighing up to 35 lbs.
	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	
Lifting above shoulder	N	S	O	F	C	Up to 10 lbs.: various pieces of paper, files, accessing files in file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.
	N/A	N/A	Up to 10 lbs.	N/A	N/A	
Carry (Dist.)	N	S	O	F	C	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser. Up to 20 lbs.: Reference materials, files. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. The position also requires management of the wellness program, and may be required to lift/carry wellness supplies weighing up to 35 lbs.
	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	
Pushing/ Pulling	N	S	O	F	C	Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a hand cart on vinyl and carpeted surfaces takes 8-
	N/A	Up to	Up to	N/A	N/A	



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Vocational Firm:	PRECISIONARY		Worker:	
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Phone:	(360) 515-5962		DOT#:	166.117-018
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

		15 lbs.	10 lbs.			10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content. A wheeled cart is utilized for filing, and for loading wellness supplies from vehicle to office.
--	--	---------	---------	--	--	--

	N	S	O	F	C	
Climbing		X				<p>Stairs: This building has one set of stairs that cover three flights (ground floor, and a second and third floor). Employees have option of using stairs or elevators. Not required to perform duties. The work area is located on the second floor.</p> <p>Ladders: A step stool is also utilized while filing by some employees. The file cabinets are 5 drawer in height, 60". File shelves extend from floor to ceiling, and require the use of the step stool in order to access the higher shelves.</p>
Balancing		X				While using step stool during filing or walking on stairs.
Stooping / Bending			X			<p>At Waist: While filing bending to reach lower drawers.</p> <p>At Neck: While filing bending to reach lower drawers. While sorting paperwork, may have to bend to reach boxes, if left on floor. Typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower boxes employee may bend. While working from documents as part of accounting duties may be reviewing papers on flat desk surface.</p>
Twisting/Rotating		X				<p>At Waist: While sorting paperwork employee may twist/turn at waist to reach bins or boxes. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty.</p> <p>At Neck: While sorting paperwork employee may twist/turn neck to reach bins. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty.</p>



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Vocational Firm:	PRECISIONARY		Worker:	
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Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

Squatting / Kneeling		X			While filing employee may choose to squat, kneel, or use the stool to access lower drawers.
Crawling	X				Not required.
Foot Controls			X		Required when operating motor vehicle for up to two hours when traveling offsite for meetings.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Reaching occurs when opening/closing file drawers, depositing paperwork into files, reaching office supplies/tools on desk such as stapler, hole punch, tape, etc. these items are typically light in weight, done consistently throughout the work day, but short in duration.
	Below Waist		X			Filing in lower drawers or accessing packages or boxes on the floor.
	Above Shoulder		X			The file drawers are 5 drawers in height (60"). The highest mail bins are located 70" above the floor surface. The worker may also access files on higher shelves, and opt to either reach above shoulder height, or utilize a step stool. The latter is recommended. (Reader to note the amount of reaching above shoulder also depends upon the height of the employee.)
Handle/Grasp				X		Computer mouse, cart handles, telephone, files, paperwork, program supplies.
Fine Finger Manipulation				X		Keyboarding and 10-key calculator.
Hand Controls			X			The mouse requires the clicking of buttons on the right or left side depending upon the function. The copy machine, fax machine, and telephone all require data entry.
Repetitive Motion			X			Keyboarding.
Vibratory Tasks	X					Not required.

	N	S	O	F	C	
Talking/Hearing					X	Talking and hearing are required to communicate with coworkers, and the general public. Talking and hearing are required to utilize the telephone. Accommodations could be made for both deaf and



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Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

						blind individuals.
Vision					X	Near acuity is vital in this position as the employee must be able to read a computer screen, as well as paperwork. Filing and computer work may be difficult if visually impaired.
Taste/Smell	X					Not required.

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											

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
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Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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	East Olympia, WA 98540-0006	Job Title:	Court Clerk
Phone:	(360) 515-5962	DOT#:	243.362-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Court Clerk	DOT Title:	Court Clerk
SVP:	6	DOT #:	243.362-010
GOE:	07.01.02	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site
 Interview
 Representative

Essential Functions:

General Function

Incumbent assigned to this position classification perform complex clerical, legal secretarial and accounting duties and exercises independent judgment and decision making as authorized limits. Position requires on-the-job training and experience in municipal court administration.

Incumbents are required to know substantially all of the court and office procedures, rules and authority, handle all incoming work, transact the general business of the Court and office, subject to very general supervision. Work is reviewed in process and upon completion for adherence to established rules and regulations and timeliness of completion.

Supervision Responsibilities

This is a non-supervisory position.

Job Qualifications and Skills:

The job duties and responsibilities set forth in this document do not represent a complete or exclusive list of duties.

Individual is expected to perform any job-related task assigned by the Judge, Court Administrator, or the Lead Clerk in the absence of the Court Administrator.

Incumbents are required to perform a variety of daily tasks, which include, but are not limited to the following listed duties. While any one position's regular job assignments may not include all of the duties listed, all court employees may be required to assist with or to perform other court-related duties as assigned. Such assignments may include, working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.



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Phone:	(360) 515-5962	DOT#:	243.362-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Court counter activities:

- Assist the public at the counter
- Answer the telephones
- Receipt fines and payments
- Receive and file all citations/infractions
- Process all infraction requests for hearings
- Schedule Time Payment Agreements for infractions and criminal violations
- Manually file citations and other files to file cabinets
- File closed cases to the archives and destroy closed cases at the direction of the Court Administrator
- Process mail received

Office Procedures/Computer Generated Activities:

- Report case disposition to appropriate law enforcement agency or agencies, to Washington State Identification Section for recording on the NCIC/WSPC computers, and traffic-related disposition to Department of Licensing
- Pull and run all court calendars
- Monitor Bench Warrants after issuance to ensure they are properly quashed/recalled/ returned
- Prepare Case Tracking Reports where required
- Monitor and process failure to appear/respond notices to Department of Licensing
- Monitor individuals in custody awaiting hearings to ensure they are seen in a timely manner
- Request and post vehicle registrations for contested parking violation hearings
- Prepare and mail notices of case setting/summons for mitigation and contested hearing
- Assist the Lead Clerk in monitoring community service workers, as needed
- Set up time pay accounts for fines assessed by the Court
- Monitor time pay and non-time pay aging reports

Court room activities:

- In court clerk for mitigation and contested hearings, process and file orders and findings
- In court clerk for criminal arraignments, trials, hearings and all other criminal related matters
- In court clerk for other court proceedings when required

Probation Monitoring activities:

- Prepare monthly Probation Case Status Report
- Update and verify information contained on Plea and Sentence screens for all cases
- Review all petitions and orders for deferred prosecution to ensure they meet court requirements
- Check Deferred Prosecution files monthly to ensure compliance with court orders
- Review monthly treatment reports for all deferred prosecutions and suspended/deferred sentences
- Schedule hearings as required due to noncompliance



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Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Close files at the end of suspension periods if in compliance
- Monitor compliance of court orders for deferred findings
- Contact treatment agencies as required to update or clarify reports
- Randomly verify attendance at court ordered AA meetings
- Monitor compliance with electronic home detention sentence assigned by the Court

Other activities:

- All other court related duties as assigned
- Perform the duties of the Lead Clerk or other court positions to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload

Knowledge, Skills and Abilities

The Court Clerk must possess the ability or aptitude to perform the following proficiently:

- Basic data entry on the State computer program (DISCIS)
- Knowledge of file maintenance procedures and filing systems
- Knowledge of court policies, procedures, and documentation
- Ability to perform keyboard data entry at a minimum of 40 wpm
- Ability to use a variety of office equipment including, but not limited to personal computers, typewriters, calculators, multi-line telephone system, telephone-fax machines, copiers, and system printers
- Ability to read, comprehend, and verbally communicate the rules of the court in a clear and concise manner
- Ability to deal with people, including impolite and hostile people, pleasantly and politely
- Ability to maintain confidentiality at all times
- Knowledge of basic accounting background in order to process court financial transaction
- Excellent verbal and written communications skills

Experience and Training

- High School diploma or GED
- One year experience working in the legal field and /or one year technical training in the legal field
- Experience performing in-court clerk duties desirable
- DISCIS experience desirable

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.



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Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, keyboard, mouse, telephone, files, paperwork, filing cabinets, filing shelves, archive boxes, printer, copier, fax machine, patron window, paper punches, stapler, paper clips, reference materials, writing utensils.

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 type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	Days Per Week

	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 80%					X	Required to operate computer, enter data, and research information. Sitting is also required when attending meetings.
Standing	Up to %10		X				Static standing may be performed to assist patron at counter, or to check filing and/or archive boxes for



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Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

						information.
Walking	Up to %10		X			Required to access file room, and file storage area, court room, work room, and other court offices.

	N	S	O	F	C	
Lifting floor – waist	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs.: Partially full mail bins. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. Bins full of mail can vary in weight, about 20 to 30 lbs.
Lifting waist–shoulder	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs.: Partially full mail bins. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. Bins full of mail can vary in weight, about 20 to 30 lbs.
Lifting above shoulder	N/A	N/A	Up to 10 lbs.	N/A	N/A	Up to 10 lbs.: various pieces of mail while sorting into upper bins, files into file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.
Carry (Dist.)	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser. Up to 20 lbs.: Partially full mail bins. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Archived boxes are moved from work area



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Phone:	(360) 515-5962		DOT#:	243.362-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

						to storage. Distances may vary. A hand cart is available for this task.
Pushing/ Pulling	N	S	O	F	C	Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a hand cart on vinyl and carpeted surfaces takes 8-10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content.
	N/A	Up to 15 lbs.	Up to 10 lbs.	N/A	N/A	

	N	S	O	F	C	
Climbing		X				<p>Stairs: This building has one set of stairs that cover three flights (ground floor, and a second and third floor). Employees have option of using stairs or elevators. Not required to perform duties. The work area is located on the second floor.</p> <p>Ladders: A step stool is also utilized while filing by some employees. The file cabinets are 5 drawer in height, 60". File shelves extend from floor to ceiling, and require the use of the step stool in order to access the higher shelves.</p>
Balancing		X				While using step stool during filing or walking on stairs.
Stooping / Bending			X			<p>At Waist: Bending occurs while helping patrons at the front counter, and when filing to reach lower drawers. It occurs while sorting mail may have to bend to reach mail bin if left on floor, typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower mail bins employee may bend.</p> <p>At Neck: It is performed while filing bending to reach lower drawers, and while sorting paperwork, may have to bend to reach boxes, if left on floor. Typically employee will lift and place on a shelf rather than perform continuous bends. Also, it is performed to reach lower boxes, and while working from documents as part of accounting duties may be reviewing papers on flat desk surface.</p>
Twisting/Rotating		X				At Waist: While sorting paperwork employee may twist/turn at waist to reach bins or boxes, and while



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Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

					making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. At Neck: While sorting paperwork employee may twist/turn neck to reach bins. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. Employees work in cubicles and depending upon setup of workstation may have back to approaching co-workers. Twisting of neck to observe persons may be done.
Squatting / Kneeling		X			While filing employee may choose to squat, kneel, or use the stool to access lower drawers.
Crawling	X				Not required.
Foot Controls	X				Not required.

	N	S	O	F	C	
Reaching (Level)	Forward		X			Reaching occurs when working with patrons at front counter, opening/closing file drawers, depositing paperwork into file bins/boxes, reaching office supplies/tools on desk such as stapler, hole punch, tape, etc. these items are typically light in weight, done consistently throughout the work day, but short in duration.
	Below Waist		X			Filing in lower drawers or accessing packages or boxes on the floor.
	Above Shoulder		X			The file drawers are 5 drawers in height (60"). The highest mail bins are located 70" above the floor surface. The worker may also access files on higher shelves, and opt to either reach above shoulder height, or utilize a step stool. The latter is recommended. (Reader to note the amount of reaching above shoulder also depends upon the height of the employee.)
Handle/Grasp				X		Computer mouse, cart handles.
Fine Finger Manipulation				X		Keyboarding and 10-key calculator.
Hand Controls			X			The mouse requires the clicking of buttons on the right or left side depending upon the function. The copy



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			Training Goal

					machine, fax machine, and telephone all require data entry.
Repetitive Motion			X		This positions requires a significant amount of computer work. When entering data, the work performed may be repetitive. Filing may also constitute repetitive motion.
Vibratory Tasks	X				Not required.

	N	S	O	F	C	
Talking/Hearing					X	Talking and hearing are required to communicate with coworkers, and the general public. Talking and hearing are required to utilize the telephone. Accommodations could be made for both deaf and blind individuals.
Vision					X	Near acuity is vital in this position as the employee must be able to read a computer screen, as well as paperwork. Note: With accommodations a blind person could perform a majority of the duties of this position. Filing and sorting of mail may be difficult if visually impaired.
Taste/Smell	X					Not required.

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											



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Possible Employer Modifications:

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.

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Vocational Consultant

Date

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	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Court Clerk
Phone:	(360) 515-5962	DOT#:	243.362-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Court Administrator
Phone:	(360) 515-5962	DOT#:	188.117-130
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Court Administrator	DOT Title:	Court Administrator
SVP:	8	DOT #:	188.117-130
GOE:	11.05.03	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site
 Interview
 Representative

Essential Functions:

General Function

Under the direction of the Municipal Court Judge, the Court Administrator manages and administers all non-judicial activities of the City of Port Orchard Municipal Court, including budget, accounting, personnel management, records, case flow, data processing; serves as court liaison with other City personnel and outside agencies; and administers court policies and procedures. Requires a confidential working relationship with the Municipal Court Judge. The position requires extensive public contact, independent judgment, organizational skills and strong leadership and team building skills.

Supervision Responsibilities

Individuals assigned this position classification supervise Municipal Court personnel plus any temporary employees and/or volunteers assigned to the court. Administration of court personnel shall be in conformance with city policies and with the concurrence of the City Clerk. Administration of Court financial or budgetary functions shall be in conformance with city policies and standard accounting procedures, BARS and DISCIS

Job Qualifications and Skills:

- Plan, organize, direct, and evaluate the administrative and support functions of the Port Orchard Municipal Court. Develops and implements court policies, procedures, rules, and forms in compliance with legislative mandates and accepted court and city standards.
- Administer the operations of the court in a manner that is responsive to the needs of the city and community; ensures the efficient coordination of scheduling among affected city departments; serve as liaison to outside agencies, jurisdictions and the public on policy/procedures and court rules. Assist the Judge in development of goals and objectives for the court; administers the processing of all bails, fines and assessments collected; maintains accurate records of monies received and disbursed by the Court; and coordinate and arrange for Judge Pro-tems and interpreters.



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Court Administrator
Phone:	(360) 515-5962	DOT#:	188.117-130
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Maintain positive relationships with all city officials and departments, attorneys, law enforcement agencies, and the public; ensures that assigned employees are adequately trained in all Court procedures and applicable mandates; assures that all records are in compliance for accuracy, completeness and legal adequacy.
- Function in court clerk capacity, as necessary.
- Provide all elements necessary for effective personnel supervision and administration. Represents or accompanies Judge with internal, city, and county matters as appropriate. Attends conferences and seminars as designated and budgeted.
- Performs other related duties as assigned and/or required.

Knowledge, Skills and Abilities

The Court Administrator must possess the aptitude and ability to perform the following proficiently:

- Comprehensive knowledge of statutes and rules governing the operation of a municipal court; ability to provide excellent customer service while assisting the public to understand complex laws and regulations.
- Detailed knowledge of the District Court Information System (DISCIS)
- Ability to read, interpret, apply, and explain rules, regulations, policies and procedures.
- Ability to determine and implement performance standards and measurements, monitor overall functions relating to case-flow and compliance with established time standards and statistical analysis.
- Knowledge of effective office management practices; demonstrated knowledge of appropriate management techniques to develop, implement, and monitor the preservation of court records.
- Proper maintenance of recording equipment and filing systems is an integral part of ensuring compliance with record retention, destruction, and public disclosure requirements.
- Ability to plan, organize, and supervise various sized clerical units with personnel engaged in work requiring accuracy and attention to detail; ability to direct the clerical and administrative functions of the court.
- Leadership skills. Demonstrated ability to unite staff into an efficient cohesive team. Responsibilities include interviewing, selection for hire, training, discipline, and performance evaluations.
- Ability to prepare and present the courts annual budget to the financial, executive, and legislative authorities; skill in management functions including responsibility for maintenance of all accounting records including the receipt and disbursement of funds as required by statute, and analysis of operational expenditures.
- Ability to communicate effectively orally and in writing; interpersonal skills using tact, patience, and courtesy.
- The court administrator must act as a liaison to outside agencies and the public on policy/procedural matters and court rules, thereby promoting cooperation and effectiveness of the criminal justice system.
- Ability to develop and maintain effective strong internal and external working relationships.
- Exercise a high degree of independent judgment in problem solving and decision making; ability to make recommendations and implement policies and procedures.



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Court Administrator				
Phone:	(360) 515-5962	DOT#:	188.117-130				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- Demonstrate ability to positively interact with diverse individuals to accomplish a common goal in high-pressure situations.

Qualifications

- High school diploma or GED.
- District Court Information system Valid Washington State driver's license
- Two years basic accounting experience or one year court specific accounting experience.
- Must be bondable.
- Computer experience, Word for Windows preferred.
- All city employees must successfully pass a pre-employment Drug Test as prescribed by the City's Drug and Alcohol Testing Policy.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, keyboard, mouse, telephone, files, paperwork, filing cabinets, filing shelves, archive boxes, printer, copier, fax machine, patron window, paper punches, stapler, paper clips, reference materials, writing utensils.



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Court Administrator
Phone:	(360) 515-5962	DOT#:	188.117-130
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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 type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	Days Per Week

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 75%					X	Required to operate computer, enter data, and research information. Sitting is also required when attending meetings.
Standing	Up to %10		X				Static standing may be performed to assist patron at counter, or to check filing and/or archive boxes for information.
Walking	Up to %30			X			Required to access file room, and file storage area, court room, work room, and other court offices.

The % Time represents how much time a person might perform a task on a given day. Some days may require more sitting than standing, and walking, while other days may require more standing or walking. The percentages, therefore, are not designed to add up to 100%. They represent the most time a person might perform each specific activity.

Lifting	N	S	O	F	C	Description
	floor – waist	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	
waist–shoulder	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs.: Partially full mail bins.



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Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6		Claim #:				
	East Olympia, WA 98540-0006		Job Title:	Court Administrator			
Phone:	(360) 515-5962		DOT#:	188.117-130			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

						Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. Bins full of mail can vary in weight, about 20 to 30 lbs.
Lifting above shoulder	N	S	O	F	C	Up to 10 lbs.: various pieces of mail while sorting into upper bins, files into file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.
	N/A	N/A	Up to 10 lbs.	N/A	N/A	
Carry (Dist.)	N	S	O	F	C	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser. Up to 20 lbs.: Partially full mail bins. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Archived boxes are moved from work area to storage. Distances may vary. A hand cart is available for this task.
	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	
Pushing/ Pulling	N	S	O	F	C	Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a hand cart on vinyl and carpeted surfaces takes 8-10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content.
	N/A	Up to 15 lbs.	Up to 10 lbs.	N/A	N/A	

	N	S	O	F	C	
Climbing		X				Stairs: This building has one set of stairs that cover three flights (ground floor, and a second and third floor). Employees have option of using stairs or elevators. Not required to perform duties. The work area is located on the second floor. Ladders: A step stool is also utilized while filing by some employees. The file cabinets are 5 drawer in height, 60". File shelves extend from floor to ceiling, and require the use of the step stool in order to access



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Court Administrator
Phone:	(360) 515-5962	DOT#:	188.117-130
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

					the higher shelves.
Balancing		X			While using step stool during filing or walking on stairs.
Stooping / Bending			X		<p>At Waist: While filing bending to reach lower drawers. While sorting mail may have to bend to reach mail bin if left on floor, typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower mail bins employee may bend. The court administrative area is unique in that there are standard height desks in front of the service window, and the employee is required to lean over the desk to assist customers.</p> <p>At Neck: While filing bending to reach lower drawers. While sorting paperwork, may have to bend to reach boxes, if left on floor. Typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower boxes employee may bend. While working from documents as part of accounting duties may be reviewing papers on flat desk surface.</p>
Twisting/Rotating		X			<p>At Waist: While sorting paperwork employee may twist/turn at waist to reach bins or boxes. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty.</p> <p>At Neck: While sorting paperwork employee may twist/turn neck to reach bins. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. Employees work in cubicles and depending upon setup of workstation may have back to approaching co-workers. Twisting of neck to observe persons may be done.</p>
Squatting / Kneeling		X			While filing employee may choose to squat, kneel, or use the stool to access lower drawers.
Crawling	X				Not required.
Foot Controls	X				Not required.



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Vocational Firm:	PRECISIONARY		Worker:				
	P.O. Box 6		Claim #:				
	East Olympia, WA 98540-0006		Job Title:	Court Administrator			
Phone:	(360) 515-5962		DOT#:	188.117-130			
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

	N	S	O	F	C	
Reaching (Level)			X			Reaching occurs when opening/closing file drawers, depositing paperwork into file bins/boxes, reaching office supplies/tools on desk such as stapler, hole punch, tape, etc. these items are typically light in weight, done consistently throughout the work day, but short in duration.
		X				Filing in lower drawers or accessing packages or boxes on the floor.
		X				The file drawers are 5 drawers in height (60"). The highest mail bins are located 70" above the floor surface. The worker may also access files on higher shelves, and opt to either reach above shoulder height, or utilize a step stool. The latter is recommended. (Reader to note the amount of reaching above shoulder also depends upon the height of the employee.)
Forward			X			
Below Waist		X				
Above Shoulder		X				
Handle/Grasp				X		Computer mouse, cart handles.
Fine Finger Manipulation				X		Keyboarding and 10-key calculator.
Hand Controls			X			The mouse requires the clicking of buttons on the right or left side depending upon the function. The copy machine, fax machine, and telephone all require data entry.
Repetitive Motion			X			This positions requires a significant amount of computer work. When entering data, the work performed may be repetitive. Filing may also constitute repetitive motion.
Vibratory Tasks	X					Not required.

	N	S	O	F	C	
Talking/Hearing				X		Talking and hearing are required to communicate with coworkers, and the general public. Talking and hearing are required to utilize the telephone. Accommodations could be made for both deaf and blind individuals.
Vision					X	Near acuity is vital in this position as the employee must be able to read a computer screen, as well as paperwork.



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Court Administrator
Phone:	(360) 515-5962		DOT#:	188.117-130
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

Taste/Smell	X					Not required.
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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

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

2/12/14

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Court Administrator
Phone:	(360) 515-5962	DOT#:	188.117-130
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:
Anticipated release date: _____
Treatment plan: _____
- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Code Enforcement Officer
Phone:	(360) 515-5962	DOT#:	1678.167-030
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Code Enforcement Officer	DOT Title:	Building Inspector
SVP:	7	DOT #:	168.167-030
GOE:	05.03.06	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

Major Function and Purpose: The Code Enforcement Officer is responsible for enforcing land use regulations and has limited authority to issue infractions, pursuant to City policies. In addition to code enforcement, the Code Enforcement Officer will implement the City storm water program, assist in processing permits, and represent the City as directed. Works under the direction of the City Development Director.

General Function: Individuals assigned to this job classification perform code enforcement of land use issues and nuisance infractions, verifies compliance with land use conditions, implements the storm water program, and assist in the office as determined by the City Planner. The person will be able to fully understand the pertinent City ordinances, the foundation of these ordinances as based on land use law and be able to clearly communicate these concepts to the public.

Supervision Responsibilities: This is a non-supervisory position.

Job Duties and Responsibilities: This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Enforce land use regulations in the City
- Enforce public nuisance regulations
- Review building permits for storm water compliance
- Review completed construction for land use condition compliance
- Monitor the City to ensure compliance with zoning and nuisance regulations
- Follow-up on citizen and agency complaints on land use matters
- Represent the City at Court appearances
- Process applications for stormwater permits
- Interact with the public and the development community in person, over the phone, and/or on site



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Code Enforcement Officer
Phone:	(360) 515-5962	DOT#:	1678.167-030
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

- Prepare written reports and correspondence as required
- Coordinate with other City, County, and State Departments

Job Qualifications and Skills:

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Ability to read, understand, and evaluate site development plans for land use impacts and consistency with local regulations.
- Ability to understand and monitor local, state, and federal regulations applicable to land use development.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare and analyze planning studies and communicate findings of these studies.
- Ability to establish and maintain effective working relationships with other employees and departments, the public, the development community, and members of various boards and commissions.
- Ability to understand and to carry out oral and written instructions and to do work independently in the performance of regularly assigned duties.
- Ability to work well with people in difficult situations.

Recruiting Requirements:

- High School Diploma, required with a driving record acceptable to the City's insurance carrier
- College level courses in land use planning or related field is highly desirable
- Valid Washington State driver's license or ability to obtain prior to employment
- Must be bondable
- Physically fit to allow inspections of construction sites
- Must be able to attend late night meetings as required
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

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

Computer, keyboard, mouse, telephone, printer, motor vehicle, camera, writing utensil, cellular telephone, filing cabinets, blueprints, stapler, whole punch, paper clips, measuring equipment.

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



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Code Enforcement Officer
Phone:	(360) 515-5962	DOT#:	1678.167-030
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	Up to 60%				X		Operating computer, driving to field locations, attending meetings.
Standing	Up to 20%		X				Meeting with patrons, reviewing plans, removes signs.
Walking	Up to 60%				X		Accessing areas of office including work room, accessing various residential and commercial work sites, removes signs from community. Walking may be performed on uneven ground including gravel, grass, dirt, and sloped surfaces.

	N	S	O	F	C		
Lifting floor – waist			X			20 lbs.	Building permits, site development plans and maps, reference materials, camera, measuring equipment, cell phone.
Lifting waist–shoulder			X			20 lbs.	Building permits, site development plans and maps, reference materials, camera, measuring equipment, cell phone.
Lifting above shoulder		X				20 lbs.	Building permits, site development plans and maps, reference materials, camera, measuring equipment, cell phone.
Carry (Dist.)			X			20 lbs.	Building permits, site development plans and maps, reference materials, camera, measuring equipment, cell phone.
Pushing/ Pulling		X				15 lbs. of force	Door handles, drawer handles, debris, sign removal, site development plans and maps.

	N	S	O	F	C	
Climbing			X			Stairs, ladders, sloped hills
Balancing			X			Performed while climbing stairs, ladders, sloped hills, and business properties throughout the city.
Stooping / Bending			X			Performed when inspecting work sites, business properties throughout the city, and when entering/exiting vehicle.
Twisting			X			Performed when inspecting work sites, building sites throughout the city, and when entering/exiting vehicle.
Squatting / Kneeling			X			Performed when inspecting properties, and business



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Code Enforcement Officer
Phone:	(360) 515-5962		DOT#:	1678.167-030
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

					sites throughout the city, and when access files from lower filing cabinets/shelves.
Crawling	X				Not required.
Foot Controls			X		Required to operate motor vehicle.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Performed to take measurements, operate motor vehicle, stabilize plans, maps, etc., access reference materials, operate camera
	Below Waist			X		Required to access lower shelves/drawers, and to take measurements.
	Above Shoulder			X		Required to access higher shelves/drawers, and to take measurements.
Handle/Grasp				X		Required to manipulate steering wheel, doors, telephone, camera, measuring tools, and to fully observe work sites. This is also required when utilizing a computer mouse.
Fine Finger Manipulation			X			Required to enter information into the computer using a keyboard, and when utilizing cell phone.
Hand Controls			X			Required to operate the motor vehicle, camera, cell phone, and some measuring equipment.
Repetitive Motion	X					Not required.
Vibratory Tasks	X					Not required.

	N	S	O	F	C	
Talking					X	Required to communicate with patrons, contractors, and co-workers.
Hearing					X	Required to communicate with patrons, contractors, and co-workers.
Vision					X	Required to operate motor vehicle, enter data into the computer, review blueprints, take pictures, and perform research. This function is also required to write reports, and other documents.



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Code Enforcement Officer
Phone:	(360) 515-5962	DOT#:	1678.167-030
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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											

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

2/12/14

Date

2/12/14

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Code Enforcement Officer				
Phone:	(360) 515-5962	DOT#:	1678.167-030				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	City Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	City Treasurer	DOT Title:	Treasurer
SVP:	8	DOT #:	161.117-018
GOE:	11.06.03	Type of Industry:	Professional and Kindred
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The position of City Treasurer is a full-time management position. This position shall be appointive and all appointments to such position shall be made by the Mayor, subject to confirmation by the City Council. Termination by the Mayor must have a confirmation vote by a majority of the City Council. Attendance at evening meetings or other off-duty events is required during budget preparation and other occasions as necessary.

The City Treasurer organizes and directs the Finance Department which includes data processing, accounting and treasury functions and personnel administration and labor relations of the City. The City Treasurer also coordinates the work of the assigned financial functions with other City departments and outside agencies.

Assists staff throughout the City in evaluating and fulfilling emergent needs for financial information and assists in interpreting information already provided.

Responsible to plan, organize and direct the activities of the Department in a manner that optimize the use of financial, physical and human resources in accomplishing assigned functions and achieving objectives.

The City Treasurer shall have all the powers and shall perform each and all of the duties specified by Title 35 RCW for City Treasurers, together with any other duties or authority which may be conferred upon such office by the laws of the State of Washington or the ordinances of the City, as now and hereinafter amended.

Manage the City's financial operations in accordance with guidelines established by generally accepted accounting principles and practices. The City's financial records are subject to review through reports and periodic audits by the State Examiner and other auditors.

Maintains the City's accounting records as prescribed by the State Budgeting, Accounting & Reporting system (BARS) for Category 1 classification.



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	City Treasurer				
Phone:	(360) 515-5962	DOT#:	161.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

The City Treasurer sets objectives, delegates and prioritizes work flow of a variety of projects in such a way that the overall mission and/or goals of the City and Department are met.

Supervision Responsibilities

The City Treasurer assigns, trains, monitors, schedules and supervises either directly or through subordinates all professional and accounting and personnel staff in the Finance Department, with responsibilities including hiring, promotions, reclassifications, evaluation, discipline and terminations. The City Responsible for the resolution of any major technical and administrative problems, which may arise as a result of department activities.

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work period, or to otherwise balance the work load.

Responsible for general accounting functions including claims processing, fixed assets, grants, utility records, account balancing and reconciliation.

Establishes and supervises the accomplishment of procedures relative to payroll preparation and the completion of payroll reports.

Maintains debt records; prepares annual bond and coupon schedules for bond calls and payments. Establishes registers for new bond issues.

Internal auditor for the Municipal Court; to include collection of SIU payments, reconciles checkbook, maintains trust account records, accounting for traffic citations, and oversees the accounting functions.

Oversees the billing and collection of miscellaneous account receivables including gambling and admissions taxes.

Remits funds to the State for local sales or use tax, leasehold excise tax, court collections, weapon permits and building code fees.

Provides necessary financial records, reports and statements.

Advises the Mayor, department heads and City Council regarding the budget preparation process.



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	City Treasurer				
Phone:	(360) 515-5962	DOT#:	161.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Coordinates the preparation of the City's annual budget and provides on-going budgetary control and budget amendments. Estimates current and future revenues.

Oversees the City's data processing functions, new system implementation, documentation, systems backup and security.

Invests and/or supervises the investment of City funds.

Provides management direction over the collection, receipting, accounting and custody of City monies.

Analyzes and projects cash flow for the City to insure a sufficient reserve is on hand to meet forecasted needs.

Supervises billing and collection of special assessments; insures that official records are maintained and notices of delinquencies and foreclosures are sent in accordance with applicable state laws. Coordinates with City Attorney on foreclosures, sale of property for non-payment, and record of proper documents.

Supervise the utility billing function, including collection, delinquent notices, turn-offs, payments and recording liens.

Review W/S work orders particularly for in lieu of assessment charges.

Supervises and helps design proposed new treasury systems or improves established methods.

Provides on-going customer relations in handling questions and complaints relative to the Finance Department.

Keep the Mayor & City Council informed of the financial condition of the City, to include anticipated future needs.

Responsible for administration of Personnel Department, including development and interpretation of standard policies, procedures, labor agreements, state and federal personnel laws.

Supervise the Communications Section and the Administrative Section (including finance portion) for the Emergency Management Operations Center.

Completes special projects as needed.

Performs related work as required.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	City Treasurer				
Phone:	(360) 515-5962	DOT#:	161.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

Thorough knowledge of the principles and practices of modern public finance, accounting, auditing and internal controls.

Thorough knowledge of municipal accounting procedures and the Budgeting, Accounting and Reporting Systems (BARS).

Knowledge of office practices and procedures, money and banking operations.

Knowledge of State laws pertaining to the office of City Treasurer.

Knowledge of local government laws, functions and organization.

Knowledge of investment instruments and bond financing.

Knowledge of data processing systems.

Expected to take independent action to carry out approved policies and procedures and to recommend new or revised ones.

Ability to effectively delegate responsibility to subordinates.

Ability to work in an environment that requires tact, diplomacy, confidentiality and high level of independent decision making.

Contacts and Relationships

The City Treasurer has frequent contact with the City's elected officials, with state, county and municipal government officials, and with outside consultants, auditors and other business-related individuals or agencies. This individual has occasion to work with the City's attorney on legal matters affecting the operations of the Finance Department. In the normal course of business the City Treasurer will have contact with other department heads, City personnel and the public. These contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities and to solve or negotiate solutions to problems. Communication may be either by telephone, in person or through written message.

Qualifications

- Valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier
- High School Diploma
- Must be bondable
- Five years experience in municipal accounting required



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	City Treasurer				
Phone:	(360) 515-5962	DOT#:	161.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- Three years supervisory experience required
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Licenses, Certificates, and Other Requirements

- Bachelor's degree in Business Administration, Finance, Accounting or related field, with one year of municipal experience or five years of relative municipal experience or any equivalent combination of experience and training
- CPA/CCM/CMFA, desirable
- Experience in municipal double entry accounting, BARS
- Continuing education/training at workshops/seminars/conferences put on by finance organizations (such as WMTA, MTA US&C, PSFOA, WFOA, GFOA)

Any other combination of experience and training that provides the desired skill, knowledge and abilities.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, keyboard, mouse, telephone, calculator, writing utensils, files, reference materials, file cabinets, copier, printer, fax machine, step stool, voice activated software



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	City Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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 type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" 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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 80%					X	Performed when using computer, reviewing documents, working with files, conducting research, and when using telephone.
Standing	Up to 10%		X				Performed when operating office equipment, and when consulting with co-workers. Standing may also be performed when accessing files.
Walking	Up to 10%		X				Walking is performed on vinyl, tile, carpet, cement, and asphalt surfaces. Walking is typically limited to office areas, and may require the worker to travel distances of 50 to 100 feet at a time.

Lifting floor – waist	N	S	O	F	C	Archive boxes, files, paper documents, telephone hand set, writing utensil, reference materials
		Up to 30 lbs.	Up to 5 lbs.			
Lifting waist–shoulder	N	S	O	F	C	Archive boxes, files, paper documents, telephone hand set, writing utensil, reference materials
		Up to 30 lbs.	Up to 5 lbs.			
Lifting above shoulder	N	S	O	F	C	Archive boxes, files, paper documents, telephone hand set, writing utensil, reference materials
		Up to 30 lbs.	Up to 5 lbs.			
Carry (Dist.)	N	S	O	F	C	Archive boxes, files, paper documents, telephone hand set, writing utensil, reference materials
		Up to 30 lbs.	Up to 5 lbs.			
Pushing/	N	S	O	F	C	Archive boxes, file drawers



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	City Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

Pulling			Up to 10 lbs.			
----------------	--	--	---------------	--	--	--

	N	S	O	F	C	
Climbing		X				Step stool to access higher shelves
Balancing		X				Performed when using step stool
Stooping / Bending		X				Required to access lower file cabinets and/or shelves
Twisting	X					Not required
Squatting / Kneeling		X				Required to access lower file cabinets and/or shelves
Crawling	X					Not required
Foot Controls	X					Not required

	N	S	O	F	C	
Reaching (Level)			X			Working with documents, files, and telephone hand set
	Forward					File drawers, paperwork, documents, archives
	Below Waist	X				File drawers, paperwork, documents, archives
Handle/Grasp				X		Mouse, file drawers, paperwork, documents, telephone hand set, office equipment
Fine Finger Manipulation					X	Keyboard
Hand Controls		X				Office equipment
Repetitive Motion				X		Keyboarding, data entry
Vibratory Tasks	X					Not required

	N	S	O	F	C	
Talking				X		Required to communicate with staff, co-workers, and the general public
Hearing				X		Required to communicate with staff, co-workers, and the general public
Vision					X	Required to review documents, files, and the computer screen

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				



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	City Treasurer
Phone:	(360) 515-5962		DOT#:	161.117-018
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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

Possible Employer Modifications:

This position is considered to be in the Medium physical demand category due to the weight of the archive boxes. The position could be modified by delegating the movement of archive boxes, thus making it a Sedentary position with required lifting less than five pounds.

Other:

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	City Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Building Inspector
Phone:	(360) 515-5962	DOT#:	168.167-030
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Building Inspector	DOT Title:	Building Inspector
SVP:	7	DOT #:	168.167-030
GOE:	05.03.06	Type of Industry:	Government Services
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

Responsible for ensuring that minimum safety standards are met for all structures within the city. This is accomplished through reviewing plans and specifications for code compliance, inspection of the construction, and the enforcement of municipal and uniform building codes. Persons in this position must be able to make accurate and impartial interpretations and applications of the codes, and then communicate them clearly to the public and others as appropriate. Works under the direction of the City Development Director.

The Building Inspector performs a variety of specific and non-specific duties and responsibilities to accommodate growth within the City. He/she is responsible for interpretation of various codes and providing and communicating alternatives to bring a structure into conformity with applicable codes. The Building Inspector shall also perform the plan check reviews of proposed projects.

Supervision Responsibilities

This position has no supervisory responsibilities

Job Qualifications and Skills:

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Reviews construction applications and plans to verify code compliance
- Reviews construction plans and specifications for compliance with applicable codes, prior to issuance of permits and during the construction project.
- Issues permits for new construction, and for remodeling projects on existing structures



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Building Inspector
Phone:	(360) 515-5962	DOT#:	168.167-030
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Issued occupancy permits upon completions of construction projects
- Conducts physical inspections of various construction projects at each phase of completion to ensure compliance with applicable codes and minimum safety standards
- Answers questions and provides code interpretations as requested
- Inventory plumbing fixtures in commercial and residential buildings and provide input to the Utilities Department
- Investigates complaints and/or inspects existing structures to ensure that minimum standards of safety and maintenance are met
- Investigates nuisance complaints and reports violations to Building Official.
- Coordinates with all involved parties during ongoing construction projects
- Assists with preparation of monthly and quarterly reports to inform various state and local agencies of building activity
- Provides billing information, as needed, to the water sewer department in order to bill according to the water sewer ordinance
- Conducts inspections on City facilities as needed
- Remains up-to-date on all code changes through continuing education
- Performs other duties as assigned by the City Development Director

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Ability to produce written reports
- Knowledge of various uniform codes
- Ability to physically inspect structures that are in various stages of construction
- Excellent communication skills and the ability to deal tactfully with the public.
- A fair and impartial sense of judgment
- Knowledge in the interpretation of codebooks, construction blueprints, and technical specifications
- Certification as required by Washington State law

Contacts and Relationships

Incumbent will have extensive contact with citizens, various city departments and their personnel, planning groups and agencies, and contractors and design professionals and, as such, is expected to be professionally mannered. In the course of completing the required job duties, the individual in this position will have a variety of contacts – in person, via telephone, electronic communication or through mail correspondence – which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities, and a substantial number of contacts are to solve problems. Each of these activities are to be documented and filed.



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Building Inspector				
Phone:	(360) 515-5962	DOT#:	168.167-030				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Recruiting Requirements

Valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier

- High School Diploma
- Must be bondable
- Three years experience in accounting required, municipal preferred
- Supervisory experience, desirable
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Education and Training

- High school diploma
- Up to five years of working experience as a Building Inspector is preferred.
- Knowledge of international codes, as well as local codes
- Valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier
- Building Inspector Certification to include Building Plans Examiner Certification, Building and Residential Codes Certification and others required by the State of Washington
- Ability to read blueprints
- Demonstrated ability to interact professionally with others
- All City employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Any combination of experience and training that provides the desired skills, knowledge and abilities.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Building Inspector
Phone:	(360) 515-5962	DOT#:	168.167-030
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

job change.

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

Computer, keyboard, mouse, telephone, printer, motor vehicle, camera, writing utensil, cellular telephone, filing cabinets, blueprints, stapler, whole punch, paper clips, measuring equipment.

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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 50%				X		Operating computer, driving to field locations, attending meetings.
Standing	Up to 20%		X				Meeting with patrons, reviewing plans.
Walking	Up to 50%				X		Accessing areas of office including work room, accessing various residential and commercial work sites. Walking may be performed on uneven ground including gravel, grass, dirt, and sloped surfaces.

Lifting	N	S	O	F	C	Weight	Description
floor – waist			X			20 lbs.	Building plans, reference materials, camera, measuring equipment, cell phone.
waist–shoulder			X			20 lbs.	Building plans, reference materials, camera, measuring equipment, cell phone.
above shoulder		X				20 lbs.	Building plans, reference materials, camera, measuring equipment, cell phone.
Carry	N	S	O	F	C	20 lbs.	Building plans, reference materials,



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Building Inspector
Phone:	(360) 515-5962	DOT#:	168.167-030
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

(Dist.)			X				camera, measuring equipment, cell phone.
Pushing/ Pulling	N	S	O	F	C	15 lbs. of force	Door handles, drawer handles, debris, blueprints
		X					
		N	S	O	F	C	
Climbing				X			Stairs, ladders, sloped hills, and possible crawl spaces.
Balancing				X			Performed while climbing stairs, ladders, and sloped hills.
Stooping / Bending				X			Performed when inspecting work sites, and when entering/exiting vehicle.
Twisting				X			Performed when inspecting work sites, and when entering/exiting vehicle.
Squatting / Kneeling				X			Performed when inspecting work sites, and when access files from lower filing cabinets/shelves.
Crawling			X				May be required when inspecting crawl spaces.
Foot Controls				X			Required to operate motor vehicle.

		N	S	O	F	C	
Reaching	Forward (Level)				X		Performed to take measurements, operate motor vehicle, stabilize plans, operate camera
	Below Waist				X		Required to access lower shelves/drawers, and to take measurements.
	Above Shoulder			X			Required to access higher shelves/drawers, and to take measurements.
Handle/Grasp					X		Required to manipulate steering wheel, doors, telephone, camera, measuring tools, and to fully observe work sites. This is also required when utilizing a computer mouse.
Fine Finger Manipulation				X			Required to enter information into the computer using a keyboard, and when utilizing cell phone.
Hand Controls				X			Required to operate the motor vehicle, camera, cell phone, and some measuring equipment.
Repetitive Motion		X					Not required.
Vibratory Tasks		X					Not required.



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Building Inspector
Phone:	(360) 515-5962		DOT#:	168.167-030
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

	N	S	O	F	C	
Talking					X	Required to communicate with patrons, contractors, and co-workers.
Hearing					X	Required to communicate with patrons, contractors, and co-workers.
Vision					X	Required to operate motor vehicle, enter data into the computer, review blueprints, take pictures, and perform research. This function is also required to write reports, and other documents.

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											

Possible Employer Modifications:



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Building Inspector
Phone:	(360) 515-5962		DOT#:	168.167-030
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Building Inspector
Phone:	(360) 515-5962	DOT#:	168.167-030
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Associate Planner
Phone:	(360) 515-5962	DOT#:	199.167-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Associate Planner	DOT Title:	Urban Planner
SVP:	8	DOT #:	199.167-014
GOE:	11.03.02	Type of Industry:	Professional and Kindred
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site
 Interview
 Representative

Essential Functions:

The Associate Planner is responsible for assisting the Planning Director in managing and administering all assigned municipal land use issues. The Associate Planner will be responsible for current planning tasks, including processing of land use applications, such as: rezones, subdivision, short plats and variances. In addition, he/she will be required to review building permits and business licenses for conformance to zoning codes.

The Associate Planner works in current planning, but may assist in special studies as determined by the Planning Director. Requires the full understanding of pertinent City, State and Federal ordinances, the foundation of these ordinances as based on land use law and be able to clearly communicate these concepts to the public. Prepare land use studies and plans, under the direction of the Planning Director. The Associate Planner will make presentations to the City Planning Commission, City Council and other groups as required or assigned.

Supervision Responsibilities

This is a non-supervisory position.

Job Qualifications and Skills:

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Interact with the public, the development community, and other agencies in person, over the phone, and/or on site.



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Vocational Firm:	PRECISIONARY	Worker:		
	P.O. Box 6	Claim #:		
	East Olympia, WA 98540-0006	Job Title:	Associate Planner	
Phone:	(360) 515-5962	DOT#:	199.167-014	
Involved Body Parts:				
X	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

- Review and analyze all applications for land use actions.
- Prepare written reports, plans and correspondence as required.
- Coordinate with other City, County and State Departments on planning projects.
- Prepare staff reports and make public presentations to the Planning Commission and/or City Council, citizen groups as required.
- Review building permits for zoning compliance.
- Review completed construction projects for compliance land use conditions.
- Assist in the preparation of complex planning studies
- Computer use of PC, knowledge and experience with Excel, Power Point, Arc View

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Ability to read, understand, and evaluate development plans for land use impacts and consistency with local, state and federal regulations.
- Ability to understand and monitor local, state, and federal regulations applicable to land use development.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare and analyze planning studies, plans, analyses and communicate findings of these studies.
- Ability to establish and maintain effective working relationships with other employees and departments, the public, the development community, and members of various boards and commissions.
- Ability to use computer programs for permit tracking/editing/and reporting.
- Ability to understand and to carry out oral and written instructions and to do work independently in the performance of regularly assigned duties.
- Ability to make public presentations to audiences of various sizes.
- Ability to work well with people in difficult situations.

Contacts and Relationships

The Administrative Assistant/Planning will provide staff support primarily to the Director and staff of the Planning Department, but will also have contact with the public and members of other departments and agencies.

Recruiting Requirements

- Bachelor's Degree in land use planning or related field is required.
- Valid Washington State driver's license or ability to obtain one prior to employment.
- Physically fit to allow inspections of construction sites.
- Must be able to attend night meetings as required.

Education and Training



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Associate Planner
Phone:	(360) 515-5962	DOT#:	199.167-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

- At least three years of Land Use Planning experience.
- At least two years of experience working for a Municipal or Government agency.
- AICP – preferred.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, keyboard, mouse, telephone, copy machine, fax machine, large scale copier, printer, plans, files, file cabinets, motor vehicle, cell phone, camera, writing utensils, etc.

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



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Associate Planner
Phone:	(360) 515-5962	DOT#:	199.167-014
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	Up to 80%					X	Sitting is performed at a desk to perform plan review, document review, and to operate a computer, or in a motor vehicle to drive to various locations within the city. Sitting may be performed for extended periods of time (up to four hours) however, the worker may alternate positions at his/her discretion.
Standing	Up to 10%		X				Standing may be performed when operating office equipment, and when meeting with contractors, and the general public, and when conducting plan reviews.
Walking	Up to 30%			X			Walking may occur on even or uneven ground including tile, carpet, vinyl, cement, asphalt, grass, dirt, and gravel surfaces. The worker may be required to traverse distances of up to 300 ft. at a time.

Lifting floor – waist	N	S	O	F	C	The worker may lift plans, files, documents, books, binders, and office supplies.
		Up to 20 lbs.	Up to 10 lbs.			
Lifting waist–shoulder	N	S	O	F	C	The worker may lift plans, files, documents, books, binders, and office supplies.
		Up to 20 lbs.	Up to 10 lbs.			
Lifting above shoulder	N	S	O	F	C	The worker may lift plans, files, documents, books, binders, and office supplies.
		Up to 20 lbs.	Up to 10 lbs.			
Carry (Dist.)	N	S	O	F	C	The worker may carry plans, files, documents, books, binders, and office supplies.
		Up to 20 lbs.	Up to 10 lbs.			
Pushing/ Pulling	N	S	O	F	C	Push/pull file drawers, plans for review, doors, and office equipment (copier lid) may require up to 10 lbs. of force.
		Up to 10 lbs.				

	N	S	O	F	C	
Climbing		X				May be required to climb stairs.
Balancing	X					Not required.



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Associate Planner
Phone:	(360) 515-5962		DOT#:	199.167-014
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

Stooping / Bending		X			Performed on a seldom basis to access lower shelves and filing cabinet drawers.
Twisting	X				Not required.
Squatting / Kneeling		X			May be performed on a seldom basis to access lower shelves and filing cabinet drawers.
Crawling	X				Not required
Foot Controls		X			Performed to operate motor vehicle.

	N	S	O	F	C	
Reaching (Level)			X			Required when working with plans, answering phone, and operating office equipment.
	Forward					
	Below Waist		X			Performed when accessing lower level file drawers and shelves.
Above Shoulder		X				Performed when accessing shelves and file drawers at or above shoulder height.
Handle/Grasp				X		Required to operate mouse, telephone, office equipment, motor vehicle controls, maneuver files, plans, and mouse.
Fine Finger Manipulation				X		Required to operate computer keyboard.
Hand Controls		X				Performed when operating office equipment, and motor vehicles.
Repetitive Motion				X		Keyboarding.
Vibratory Tasks	X					Not required.

	N	S	O	F	C	
Talking				X		Required to communicate with co-workers, and the general public.
Hearing				X		Required to communicate with co-workers, and the general public.
Vision					X	Required to view computer screen, review plans, read documents, and operate motor vehicle.

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			



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Associate Planner
Phone:	(360) 515-5962		DOT#:	199.167-014
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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

Possible Employer Modifications:

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,

Analyst:

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Associate Planner
Phone:	(360) 515-5962	DOT#:	199.167-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Assistant Treasurer	DOT Title:	Treasurer
SVP:	8	DOT #:	161.117-018
GOE:	11.06.03	Type of Industry:	Professional and Kindred
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The function and purpose of the position of Assistant Treasurer is to provide customer service and accounting support for the Finance Department to promote the overall efficiency of the City's accounting, treasury, reporting and data processing operations. The Assistant Treasurer will be responsible for the operation of the Finance Department in the absence of the City Treasurer.

Under occasional supervision, the Assistant Treasurer performs necessary and non necessary functions and responsibilities in the Finance Department which requires accurate and timely completion of accounting functions and other duties as assigned by the City Treasurer.

The employee in this position has discretion in conducting the day-to-day workflow; however, work may be reviewed by the City Treasurer or by an auditor from an agency not affiliated with the City. The City Treasurer may assign priorities and specific tasks.

Supervision Responsibilities

While this is not a management position, the Assistant Treasurer supervises the activities of subordinate personnel. Supervision includes responsibility to:

- Instruct and train
- Assign specific tasks
- Direct work activities of subordinate staff
- Review work performed or produced by subordinate staff
- Assist in hiring of staff



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Assistant Treasurer				
Phone:	(360) 515-5962	DOT#:	161.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Job Qualifications and Skills:

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including working in other function areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload.

- Provides customer service, handling question and complaints, in person, via telephone or by correspondence
- Data entry using a computer system and multiple software application programs, including governmental accounting, word processing and spreadsheet
- Maintain data processing functions (i.e.: documentation, logs, backup, security) and trouble shoot for all departments on network
- Supervision and preparation of payroll, including timekeeping, reports, taxes and leave records
- Accounting of miscellaneous expenditures (i.e.; mechanic services, transfers)
- Preparation of journal entries, posting, balancing and running reports for the classified utilities
- Responsible for account balancing, audits, reconciliations (i.e.: bank statements, warrants), and reviews (i.e.: accounts payable)
- Preparation of journal entries, posting, balancing and running reports for the general ledger
- Preparation of annual report and any other financial records, reports and statements
- Establishes new BARS codes/funds in accounting system
- Billing and balancing special assessments, including interest, penalties and the posting of payments
- Supervising and processing of utility billing, including new installations, delinquent notices, turn-offs, preparation of liens, month-end reconciliation and the posting of payments
- Posts all revenue receipts
- Participate in emergency management operations as needed
- Prepare and maintain charts, schedules, graphs or similar material
- Completes special projects as needed
- Performs related work as required

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of municipal accounting procedures and the Budgeting, Accounting and Reporting Systems (BARS).
- Knowledge of general office practices and procedures.
- Knowledge of data processing systems.



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Assistant Treasurer				
Phone:	(360) 515-5962	DOT#:	161.117-018				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- Knowledge of investment instruments.
- Knowledge of local government laws, functions and organization.
- Ability to produce accurate work.
- Ability to follow stated oral and written instruction.
- Ability to establish and maintain effective communications, both orally and in writing, with staff, other departments and the general public in a professional manner.
- Ability to compile and analyze fiscal, statistical and other information and data.
- Ability to effectively delegate tasks to subordinates.
- Ability to work in an environment that requires tact, diplomacy, confidentiality and high level of independent decision making.

Contacts and Relationships

In the normal course of business, the incumbent has contact either by telephone, in person or through written communication with the City's elected officials, co-workers, outside auditors, outside consultants and other business-related individuals or agencies as required. Individual has occasion to work with the City's attorney on legal matters affecting the operations of the Finance Department. In addition, the Assistant Treasurer will have extensive contact with the public and will be professional and courteous with all contacts. On occasion it will be required to help conduct hiring interviews for prospective City personnel.

Recruiting Requirements

Valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier

- High School Diploma
- Must be bondable
- Three years experience in accounting required, municipal preferred
- Supervisory experience, desirable
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Education and Training

- Two-year degree in accounting, desirable
- Experience in double entry accounting, BARS desirable
- Experience in dealing with public
- Experience with IBM PC or equivalent computer
- Experience with application software, including word processing and spreadsheets
- Experience in local government

Any other combination of experience and training that provides the desired skills, knowledge and abilities.

As indicated above, this job description reflects general details as necessary to describe the principal



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, keyboard, mouse, telephone, calculator, writing utensils, files, reference materials, file cabinets, copier, printer, fax machine, step stool, adding machine

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 type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" 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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 80%					X	Performed when using computer, reviewing documents, working with files, conducting research, and when using telephone.
Standing	Up to 10%		X				Performed when operating office equipment, and when consulting with co-workers. Standing may also be



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

						performed when accessing files.
Walking	Up to 10%		X			Walking is performed on vinyl, tile, carpet, cement, and asphalt surfaces. Walking is typically limited to office areas, and may require the worker to travel distances of 50 to 100 feet at a time; however, the position does require bank deposits, and the worker walks across the street to the bank to complete this task.

	N	S	O	F	C	
Lifting floor – waist	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs. to lift/carry files/paperwork. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year.
Lifting waist–shoulder	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set Up to 20 lbs.: to lift/carry files/paperwork. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year.
Lifting above shoulder	N/A	N/A	Up to 10 lbs.	N/A	N/A	Up to 10 lbs.: various pieces of paperwork received from customers, files into file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.
Carry (Dist.)	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser. Up to 20 lbs.: Paperwork/files. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Archived boxes are moved from work area



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Assistant Treasurer
Phone:	(360) 515-5962		DOT#:	161.117-018
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

						to storage. Distances may vary. A hand cart is available for this task.
Pushing/ Pulling	N	S	O	F	C	Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a hand cart on vinyl and carpeted surfaces takes 8-10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content.
	N/A	Up to 15 lbs.	Up to 10 lbs.	N/A	N/A	

	N	S	O	F	C	
Climbing		X				Step stool to access higher shelves
Balancing		X				Performed when using step stool
Stooping / Bending		X				Required to access lower file cabinets and/or shelves
Twisting	X					Not required
Squatting / Kneeling		X				Required to access lower file cabinets and/or shelves
Crawling	X					Not required
Foot Controls	X					Not required

	N	S	O	F	C	
Reaching (Level)	Forward		X			Working with documents, files, and telephone hand set
	Below Waist		X			File drawers, paperwork, documents, archives
	Above Shoulder		X			File drawers, paperwork, documents, archives
Handle/Grasp				X		Mouse, file drawers, paperwork, documents, telephone hand set, office equipment
Fine Finger Manipulation					X	Keyboarding, utilizing adding machine
Hand Controls		X				Office equipment
Repetitive Motion				X		Keyboarding, data entry, utilizing adding machine
Vibratory Tasks	X					Not required

	N	S	O	F	C	
Talking				X		Required to communicate with staff, co-workers, and the general public
Hearing				X		Required to communicate with staff, co-workers, and the general public
Vision					X	Required to review documents, files, and the computer screen



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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											

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Treasurer
Phone:	(360) 515-5962	DOT#:	161.117-018
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Planner
Phone:	(360) 515-5962	DOT#:	199.167-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Assistant Planner	DOT Title:	Urban Planner
SVP:	8	DOT #:	199.167-014
GOE:	11.03.02	Type of Industry:	Professional and Kindred
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The Assistant Planner is responsible for assisting the Community Development Director, the Department, and the City in managing and administering all assigned municipal land use applications and requests. The Assistant Planner will be responsible for some current planning tasks, including, but not limited to, review and processing of land use applications, building permits and business licenses. In addition, the Assistant Planner will be responsible for responding to land use questions at the front counter of the Department and will be required to attend pre-application meetings for cases he/she is responsible for. The Assistant Planner may be required to assist in special projects as requested. In addition, the Assistant Planner shall perform any other assigned tasks.

The Assistant Planner works in current planning, as directed by the Community Development Director. This position requires a full understanding of pertinent City ordinances, the foundation of these ordinances based on land use law, other applicable law and authority, and the ability to clearly and effectively communicate these concepts to the public and other business contacts. This position also requires good working knowledge of planning principles and practices for review of land use proposals for both residential and commercial development, as well as an understanding of applicable state regulations for environmental review of land use cases. The Assistant Planner may assist in the preparation of land use studies and plans, under the direction of the Community Development Director.

Supervision Responsibilities

This is a non-supervisory position.



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Assistant Planner				
Phone:	(360) 515-5962	DOT#:	199.167-014				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Job Qualifications and Skills:

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. These listed duties and responsibilities in no way imply that these are the only duties to be performed. Individuals may perform other duties as assigned, including, but not limited to, working in other function areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the work load. Accordingly, individuals occupying this position will be required to follow any job-related instructions and tasks from the Community Development Director or his/her designee.

- Interacts with the public and the development community in person, over the phone, and/or on site
- Reviews and analyzes all applications for building permits and business licenses for zoning compliance
- Conducts on-site visits to all proposed construction sites
- Prepares written reports, plans and correspondence as required
- Coordinates review with other City, County and State Departments
- Reviews completed construction sites for land use condition compliance
- Assists in the preparation of complex planning studies
- Computer use of IBM PC, land use data bases, ArcView, and other applicable software programs
- Regular and on-time physical attendance at City Hall
- Assists Community Development Director as required

Knowledge, Skills and Abilities

To perform this job successfully, the incumbent must possess the abilities or aptitudes to perform each duty set forth below and in the remainder of this job description proficiently.

- Ability to read, understand, and evaluate development plans for land use impacts and consistency with local regulations.
- Ability to understand and monitor local, state, and federal regulations applicable to land use development.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare and analyze planning studies and communicate findings of these studies.
- Ability to establish and maintain effective working relationships with other employees and departments, the public, the development community, members of various boards and commissions, and all other business contacts.
- Ability to use computer programs for permit tracking/editing/and reporting.
- Ability to understand and to carry out oral and written instructions and to work independently in the performance of regularly assigned duties.



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Assistant Planner				
Phone:	(360) 515-5962	DOT#:	199.167-014				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- Ability to make public presentations to audiences of various sizes.
- Ability to work well with people in difficult situations.
- Excellent interpersonal communication skills.
- Ability to competently and timely complete assigned work, meet deadlines, and conduct himself/herself in a professional manner at all times.

Contacts and Relationships

The Administrative Assistant/Planning will provide staff support primarily to the Director and staff of the Planning Department, but will also have contact with the public and members of other departments and agencies.

Recruiting Requirements

- Bachelor's Degree in land use planning or related field
- Valid Washington State driver's license or ability to obtain prior to employment
- Able to conduct physical inspections of construction sites
- All City employees must successfully pass all of the City's applicable pre-employment screening procedures.

Education and Training

- Any combination of experience and training that provides the desired skills, knowledge and abilities to enable the individual to perform the requirements of this position.
- At least two years of Land Use Planning experience, preferably with a municipal or government agency.
- Proficient in the use of computer software programs such as Microsoft, Excel and Power Point
- Ability to read and interpret blueprints, engineered drawings and landscaping plans for land use and building permit applications
- Experience dealing with the public in person, on the phone, or in public meetings
- Experience reading and interpreting reports for land use compliance with zoning code requirements for critical areas, and environmental review

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or provide relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Planner
Phone:	(360) 515-5962	DOT#:	199.167-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, keyboard, mouse, telephone, copy machine, fax machine, large scale copier, printer, plans, files, file cabinets, motor vehicle, cell phone, camera, writing utensils, etc.

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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to 80%					X	Sitting is performed at a desk to perform plan review, document review, and to operate a computer, or in a motor vehicle to drive to various locations within the city. Sitting may be performed for extended periods of time (up to four hours) however, the worker may alternate positions at his/her discretion.
Standing	Up to 10%		X				Standing may be performed when operating office equipment, and when meeting with contractors, and the general public, and when conducting plan reviews.
Walking	Up to 30%			X			Walking may occur on even or uneven ground including tile, carpet, vinyl, cement, asphalt, grass, dirt, and gravel surfaces. The worker may be required to traverse distances of up to 300 ft. at a time.



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Assistant Planner
Phone:	(360) 515-5962		DOT#:	199.167-014
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

	N	S	O	F	C	
Lifting floor – waist		Up to 20 lbs.	Up to 10 lbs.			The worker may lift plans, files, documents, books, binders, and office supplies.
Lifting waist–shoulder		Up to 20 lbs.	Up to 10 lbs.			The worker may lift plans, files, documents, books, binders, and office supplies.
Lifting above shoulder		Up to 20 lbs.	Up to 10 lbs.			The worker may lift plans, files, documents, books, binders, and office supplies.
Carry (Dist.)		Up to 20 lbs.	Up to 10 lbs.			The worker may carry plans, files, documents, books, binders, and office supplies.
Pushing/ Pulling		Up to 10 lbs.				Push/pull file drawers, plans for review, doors, and office equipment (copier lid) may require up to 10 lbs. of force.

	N	S	O	F	C	
Climbing		X				May be required to climb stairs.
Balancing	X					Not required.
Stooping / Bending		X				Performed on a seldom basis to access lower shelves and filing cabinet drawers.
Twisting	X					Not required.
Squatting / Kneeling		X				May be performed on a seldom basis to access lower shelves and filing cabinet drawers.
Crawling	X					Not required
Foot Controls		X				Performed to operate motor vehicle.

	N	S	O	F	C	
Reaching (Level)	Forward		X			Required when working with plans, answering phone, and operating office equipment.
	Below Waist		X			Performed when accessing lower level file drawers and shelves.
	Above Shoulder		X			Performed when accessing shelves and file drawers at or above shoulder height.



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Planner
Phone:	(360) 515-5962	DOT#:	199.167-014
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

Handle/Grasp				X	Required to operate mouse, telephone, office equipment, motor vehicle controls, maneuver files, plans, and mouse.
Fine Finger Manipulation				X	Required to operate computer keyboard.
Hand Controls		X			Performed when operating office equipment, and motor vehicles.
Repetitive Motion				X	Keyboarding.
Vibratory Tasks	X				Not required.

	N	S	O	F	C	
Talking				X		Required to communicate with co-workers, and the general public.
Hearing				X		Required to communicate with co-workers, and the general public.
Vision					X	Required to view computer screen, review plans, read documents, and operate motor vehicle.

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

Possible Employer Modifications:



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Assistant Planner
Phone:	(360) 515-5962		DOT#:	199.167-014
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Assistant Planner
Phone:	(360) 515-5962	DOT#:	199.167-014
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant III
Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Accounting Assistant III	DOT Title:	Accounting Clerk
SVP:	5	DOT #:	216.482-010
SOC:	43-3031	Type of Industry:	Clerical and Kindred Occupations
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

This position may be full or part-time and is authorized for participation in the City's Job Sharing Program. The regular work schedule for the Accounting Assistant III is Monday through Friday, between the hours of 8:00 a.m. to 4:30 p.m. Work schedule will be designated and approved by the Supervisor. Attendance at evening or weekend meetings is normally not required. Employment is at will.

Major Function and Purpose

The function and purpose of the position of Accounting Assistant III is to assist customers and provide accounting lead and/or specialist duties and general office support for the Finance Department to promote the overall efficiency of the City's accounting, treasury, reporting and data processing operations.

General Function

Under occasional to moderate supervision, the Accounting Assistant III performs routine and special tasks in the Finance Department, which requires accurate and timely completion of accounting functions and other administrative support duties as assigned by the supervisor.

Individuals assigned to this position have moderate discretion in conducting the day-to-day workflow; however, work may be reviewed by the City Treasurer, the Assistant Treasurer or by an auditor from an agency not affiliated with the City. The City Treasurer or the Assistant Treasurer may assign priorities and specific tasks.

Supervision Responsibilities

This is a non-supervisory position. Incumbent may assist in the orientation, training and coaching of employees in Accounting Assistant I or II positions.



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant III				
Phone:	(360) 515-5962	DOT#:	216.482-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Specialty accounting tasks involving complex or sensitive items such as process reports to Council, back up duties for the City Treasurer or Assistant Treasurer, and year-end closing and report data; or tracking constructions and engineering costs for major contracts and projects.

- Assists with cash handling (i.e.: receipting, balancing, deposits, petty cash) and all revenue collection, including remote parking payments
- Coordinates and provides customer service, handling questions and complaints, in person, via telephone or by correspondence
- Accomplishes data entry, account research, analysis and reports using a computer system and multiple software application programs, including governmental accounting, word processing and spreadsheets
- Serves as a resource and trouble shoots computer systems on the network, along with maintaining web site pages
- Prepares payroll, including timekeeping, reports, taxes and leave records
- Processes accounts payable, including 1099's, spreadsheets on contract compliance
- Invoices, tracks and balances all miscellaneous accounts receivable
- Prepares complex journal entries, posting, balancing and report development for the City's enterprise funds
- Prepares accounting records and reports for capital assets, inventory, grants, SIU collections and any other functions
- Manages accounting for projects with multiple revenue and expenditure sources to meet all state & federal requirements
- Well versed in governmental principals, procedures and fund accounting
- Balances accounts, reconciliation of statements and audits financial records
- Prepares financial reports, statements, records, notes, schedules and annual financial statements in compliance with GASB
- Assists with developing the annual budget, including revenues and expenditures
- Processes of utility billing, including rate tables, new installations, delinquent notices, turn-offs, bankruptcies and liens



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Vocational Firm:	PRECISIONARY	Worker:		
	P.O. Box 6	Claim #:		
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant III	
Phone:	(360) 515-5962	DOT#:	216.482-010	
Involved Body Parts:				
X	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

- Researches in lieu of assessment charges and compute Water Sewer work orders
- Respond to inquiries and collection of special assessments, including foreclosures
- Maintains debt service register and check register
- Participates in emergency management operations as needed
- Develops complex spreadsheets, charts, schedules, graphs, power points or similar material
- Composes detailed correspondence and reports
- Maintains financial files
- Functions as a project manager, coach, teacher and resource
- Performs related work as required

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of advanced and complex municipal accounting procedures and the Budgeting, Accounting and Reporting Systems (BARS)
- Knowledge of general office training, practices and equipment
- Ability to operate personal computers with multiple software applications, knowledge and skills with internet applications and able to provide coaching and training to colleagues
- Ability to work in an environment that requires tact and diplomacy
- Ability to multi-task and deal with frequent interruptions
- Ability to plan, coordinate and produce accurate work, and to review and verify work of other staff members
- Ability to follow stated oral and written instruction and serve as work group resource
- Ability to function as independent self-starter with little supervision or as a team leader
- Ability to establish and maintain effective communications, both orally and in writing, with staff, other departments and the general public in a professional manner
- Ability to coordinate and compile complex fiscal, statistical and other informational data
- Ability to compose a variety of advanced and complex memorandums or letters, expressing complex ideas clearly and concisely on own or with only general instructions
- Ability and skills to function as a team leader or project manager for designated areas

Contacts and Relationships

In the normal course of business, the Accounting Assistant III has job-related contact either by telephone, in person or through written communication with the City's elected officials, co-workers, outside auditors, outside consultants, vendors and other business-related individuals or agencies as required. In addition, the Accounting



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant III				
Phone:	(360) 515-5962	DOT#:	216.482-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

Assistant III will have extensive contact with the public and will be professional and courteous with all contacts.

Recruiting Requirements

- Valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier
- High School Diploma
- Must be bondable
- Five years experience in accounting required, municipal preferred or equivalent combination of education & experience
- All City employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy

Experience and Training

- Two-year degree in accounting, desirable
- Customer service experience
- Experience in double entry accounting, BARS desirable
- Experience in cash handling, payroll, AP, AR and/or other accounting functions
- Experience with computers and application software, including word processing, spreadsheets and power point presentations

Any other combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

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

Computer, printer, copy machine, fax machine, mail meter machine, 10-key calculator, telephone, (telephone headset is available), stapler, staple puller, paper clips, binder clips, scissors, tape and tape dispenser, files, file cabinets, archive boxes.



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant III
Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	70%					X	Typically doesn't stay in a stationary seated position for more than an hour. During heavy data entry time periods can be up to 4 hours.
Standing	10%		X				Standing may also be performed when making copies, and retrieving items from printer and/or fax machine. Static standing is very rare as the nature of the work requires the worker to move within small areas to file, retrieve information, and utilize office equipment.
Walking	20%			X			Employee moves between the desk, copy/file room, and work room (copy machine, printer, mailing equipment, etc.). The employee's desk is located on the second floor of the building. The employee can and does use the elevator between floors. While filing employee may rotate from standing on floor, to stepping on step stool, to sitting on step stool, and then moving between file cabinets. While sorting mail the employee will move between the bins to deposit mail into slots. Both of these tasks are standing/stopping for a short time with a short distance to travel.

Lifting floor – waist	N	S	O	F	C	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set, binders Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year.
	N/A	Up to 35 lbs.	N/A	Up to 10 lbs.	N/A	



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Accounting Assistant III
Phone:	(360) 515-5962		DOT#:	216.482-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

	N	S	O	F	C	
Lifting waist-shoulder	N/A	Up to 35 lbs.	N/A	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set, binders
						Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year.
Lifting above shoulder	N/A	N/A	Up to 10 lbs.	N/A	N/A	Up to 10 lbs.: various pieces of mail while sorting into upper bins, files into file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.
Carry (Dist.)	N/A	Up to 35 lbs.		Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser.
						Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Archived boxes are moved from work area to storage. Distances may vary. A hand cart is available for this task.
Pushing/ Pulling	N/A	Up to 15 lbs.	Up to 10 lbs.	N/A	N/A	Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a hand cart on vinyl and carpeted surfaces takes 8-10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content.

	N	S	O	F	C	
Climbing		X				<p>Stairs: This building has one set of stairs that cover three flights (ground floor, and a second and third floor). Employees have option of using stairs or elevators. Not required to perform duties. The work area is located on the second floor.</p> <p>Ladders: A step stool is also utilized while filing by some employees. The file cabinets are 5 drawer in height, 60". File shelves extend from floor to ceiling, and require the use of the step stool in order to access the higher shelves. The employee may also use a</p>



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Accounting Assistant III
Phone:	(360) 515-5962		DOT#:	216.482-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

					step-stool to access binders.
Balancing		X			While using step stool during filing or walking on stairs.
Stooping / Bending			X		At Waist: While filing bending to reach lower drawers. Also, to reach lower mail bins employee may bend. At Neck: While filing bending to reach lower drawers. While sorting paperwork, may have to bend to reach boxes, if left on floor. Typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower boxes employee may bend. While working from documents as part of accounting duties may be reviewing papers on flat desk surface.
Twisting/Rotating		X			At Waist: While sorting paperwork employee may twist/turn at waist to reach bins or boxes. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. At Neck: While sorting paperwork employee may twist/turn neck to reach bins. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. Employees work in cubicles and depending upon setup of workstation may have back to approaching co-workers. Twisting of neck to observe persons may be done.
Squatting / Kneeling		X			While filing employee may choose to squat, kneel, or use the stool to access lower drawers.
Crawling	X				Not required.
Foot Controls	X				Not required.

		N	S	O	F	C	
Reaching (Level)	Forward			X			Reaching occurs when opening/closing file drawers, depositing paperwork into file bins/boxes, reaching office supplies/tools on desk such as stapler, hole punch, tape, etc. these items are typically light in weight, done consistently throughout the work day, but short in duration.



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant III
Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

Below Waist		X			Filing in lower drawers or accessing packages or boxes on the floor.
Above Shoulder		X			The file drawers are 5 drawers in height (60"). The highest mail bins are located 70" above the floor surface. The worker may also access files on higher shelves, and opt to either reach above shoulder height, or utilize a step stool. The latter is recommended. (Reader to note the amount of reaching above shoulder also depends upon the height of the employee.)
Handle/Grasp				X	Computer mouse, cart handles.
Fine Finger Manipulation				X	Keyboarding and 10-key calculator.
Hand Controls			X		The mouse requires the clicking of buttons on the right or left side depending upon the function. The copy machine, fax machine, and telephone all require data entry.
Repetitive Motion			X		This positions requires a significant amount of computer work. When entering data, the work performed may be repetitive. Filing may also constitute repetitive motion.
Vibratory Tasks	X				Not required.

	N	S	O	F	C	
Talking/Hearing				X		Talking and hearing are required to communicate with coworkers, and the general public. Talking and hearing are required to utilize the telephone. Accommodations could be made for both deaf and blind individuals.
Vision					X	Near acuity is vital in this position as the employee must be able to read a computer screen, as well as paperwork. Note: With accommodations a blind person could perform a majority of the duties of this position. Filing and sorting of mail may be difficult if visually impaired.
Taste/Smell	X					Not required.



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Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

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											

Possible Employer Modifications:

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

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Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant II
Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Accounting Assistant II	DOT Title:	Accounting Clerk
SVP:	5	DOT #:	216.482-010
SOC:	43-3031	Type of Industry:	Clerical and Kindred Occupations
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The function and purpose of the position of Accounting Assistant II is to assist customers and provide accounting and general office support for the Finance Department to promote the overall efficiency of the City's accounting, treasury, reporting and data processing operations.

The Accounting Assistant II coordinates and performs routine and specialized duties in the Finance Department, requiring accurate and timely planning and completion of accounting functions and other administrative support duties as assigned by the supervisor.

Individuals assigned to this position have discretion in coordinating and conducting the day-to-day workflow. However, work may be reviewed by the City Treasurer, the Assistant Treasurer or by an auditor from an agency not affiliated with the City. The City Treasurer or the Assistant Treasurer may assign priorities and specific tasks.

Supervision Responsibilities:

This is a non-supervisory position. Incumbent may assist in the orientation and training of new employees.

Job Qualifications and Skills:

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences, to equalize peak work periods, or to otherwise balance the workload.

- Assists with cash handling (i.e.: receipting, balancing, deposits, petty cash) and revenue collection, including remote parking payments



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Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Provides customer service, handling questions and complaints, in person, via telephone or by correspondence
- Accomplishes data entry, account research, analysis and reports using a computer system and multiple software application programs, including governmental accounting, word processing and spreadsheets
- Serves as a resource and trouble shoots computer systems on the network, along with maintaining web site pages
- Prepares payroll, including timekeeping, reports, taxes and leave records
- Processes accounts payable, including 1099's, spreadsheets on contract compliance
- Bills all miscellaneous accounts receivable, including gambling and admissions taxes
- Prepares journal entries, posting, balancing and running reports for the classified utilities
- Completes forms for remittance to State for local sales or use tax, leasehold excise tax, court collections, weapon permit, gun dealers and building code fees
- Prepares general accounting records for capital assets, inventory, grants, SIU collections and any other functions
- Balances accounts, reconciliation (i.e.: warrants, tickets) and audits (i.e.: building permits, sales tax)
- Assists with preparation of annual report and any other financial records, reports and statements
- Assists with producing and tracking of annual budget, including charts and schedules
- Responds to inquiries and collection of special assessments, including foreclosures
- Processes utility billing, including rate tables, new installations, delinquent notices, turn-offs, bankruptcies and liens
- Researches in lieu of assessment charges and computes Water Sewer work orders
- Maintains debt service register and check register
- Maintains miscellaneous records (i.e.: franchise taxes, all City properties with assessments)
- Participates in emergency management operations as needed
- Prepares and maintains spreadsheets, charts, schedules, graphs or similar material
- Composes correspondence
- Processing of city business license applications, maintain records and comparison of business list with sales tax remittance.
- Maintains all financial files
- Performs related work as required

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of municipal accounting procedures and the Budgeting, Accounting and Reporting Systems (BARS)



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	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant II				
Phone:	(360) 515-5962	DOT#:	216.482-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

- Knowledge of general office practices and equipment
- Ability to operate personal computers with multiple software applications, knowledge and skills with internet applications
- Ability to create and maintain complex data and accounting spreadsheets
- Ability to work in an environment that requires tact and diplomacy
- Ability to multi-task and deal with frequent interruptions
- Ability to plan, coordinate and produce accurate work
- Ability to follow stated oral and written instruction
- Ability to function as independent self-starter with little supervision
- Ability to establish and maintain effective communications, both orally and in writing, with staff, other departments and the general public in a professional manner
- Ability to coordinate and compile fiscal, statistical and other information and data
- Ability to compose a variety of memorandums or letters, expressing ideas clearly and concisely with only general instructions

Contacts and Relationships

In the normal course of business, the Accounting Assistant II has job-related contact either by telephone, in person or through written communication with the City's elected officials, co-workers, outside auditors, outside consultants, vendors and other business-related individuals or agencies as required. In addition, the Accounting Assistant II will have extensive contact with the public and will be professional and courteous with all contacts.

Recruiting Requirements

- Valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier
- High School Diploma
- Must be bondable
- Three years experience in accounting required, municipal preferred or equivalent combination of education and experience
- All City employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy

Experience and Training

- Two-year degree in accounting, desirable
- Customer service experience
- Experience in double entry accounting, BARS desirable
- Experience in cash handling, payroll, AP, AR and/or other accounting functions
- Experience with computers and application software, including word processing and spreadsheets



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	P.O. Box 6	Claim #:	
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Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

Any other combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

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

Computer, printer, copy machine, fax machine, adding machine, 10-key calculator, telephone, (telephone headset is available), stapler, staple puller, paper clips, binder clips, scissors, tape and tape dispenser, files, file cabinets, archive boxes.

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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	70%					X	Typically doesn't stay in a stationary seated position for more than an hour. During heavy data entry time periods can be up to 4 hours.
Standing	10%		X				Standing may also be performed when making copies, and retrieving items from printer and/or fax machine. Static standing is very rare as the nature of the work requires the worker to move within small areas to file, retrieve information, and utilize office equipment. Standing may also be performed when assisting customers at the front counter.
Walking	20%				X		Employee moves between desk, copy/file room, and work room (copy machine, printer, fax machine, etc.). The



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Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Accounting Assistant II
Phone:	(360) 515-5962		DOT#:	216.482-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

							employee's desk is located on the second floor of the building. The employee can and does use the elevator between floors. While filing employee may rotate from standing on floor, to stepping on step stool, to sitting on step stool, and then moving between file cabinets. These tasks are standing/stopping for a short time with a short distance to travel. Walking is also performed to make bank deposits.
--	--	--	--	--	--	--	--

	N	S	O	F	C	
Lifting floor – waist	N/A	Up to 35 lbs.	N/A	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set
						Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year.
Lifting waist–shoulder	N/A	Up to 35 lbs.	N/A	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set
						Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year.
Lifting above shoulder	N/A	N/A	Up to 10 lbs.	N/A	N/A	Up to 10 lbs.: various pieces of mail while sorting into upper bins, files into file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.
Carry (Dist.)	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser.
						Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Archived boxes are moved from work area to storage. Distances may vary. A hand cart is available for this task.
Pushing/ Pulling	N/A	Up to 15 lbs.	Up to 10 lbs.	N/A	N/A	Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a hand cart on vinyl and carpeted surfaces takes 8-



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Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

						10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content.
--	--	--	--	--	--	---

	N	S	O	F	C	
Climbing		X				<p>Stairs: This building has one set of stairs that cover three flights (ground floor, and a second and third floor). Employees have option of using stairs or elevators. Not required to perform duties. The work area is located on the second floor.</p> <p>Ladders: A step stool is also utilized while filing by some employees. The file cabinets are 5 drawer in height, 60". File shelves extend from floor to ceiling, and require the use of the step stool in order to access the higher shelves.</p>
Balancing		X				While using step stool during filing or walking on stairs.
Stooping / Bending			X			<p>At Waist: While filing bending to reach lower drawers.</p> <p>At Neck: While filing bending to reach lower drawers. While sorting paperwork, may have to bend to reach boxes, if left on floor. Typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower boxes employee may bend. While working from documents as part of accounting duties may be reviewing papers on flat desk surface.</p>
Twisting/Rotating		X				<p>At Waist: While sorting paperwork employee may twist/turn at waist to reach bins or boxes. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty.</p> <p>At Neck: While sorting paperwork employee may twist/turn neck to reach bins. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. Employees work in cubicles and depending upon setup of workstation may have back to approaching co-workers. Twisting of neck to observe persons may</p>



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Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
		Claim #:	
		Job Title:	Accounting Assistant II
Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

					be done.
Squatting / Kneeling		X			While filing employee may choose to squat, kneel, or use the stool to access lower drawers.
Crawling	X				Not required.
Foot Controls	X				Not required.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Reaching occurs when opening/closing file drawers, depositing paperwork into file bins/boxes, reaching office supplies/tools on desk such as stapler, hole punch, tape, etc. these items are typically light in weight, done consistently throughout the work day, but short in duration. May work front counter to assist customers.
	Below Waist		X			Filing in lower drawers or accessing packages or boxes on the floor.
	Above Shoulder		X			The file drawers are 5 drawers in height (60"). The highest mail bins are located 70" above the floor surface. The worker may also access files on higher shelves, and opt to either reach above shoulder height, or utilize a step stool. The latter is recommended. (Reader to note the amount of reaching above shoulder also depends upon the height of the employee.)
Handle/Grasp				X		Computer mouse, cart handles.
Fine Finger Manipulation				X		Keyboarding and 10-key calculator.
Hand Controls			X			The mouse requires the clicking of buttons on the right or left side depending upon the function. The copy machine, fax machine, and telephone all require data entry.
Repetitive Motion			X			This positions requires a significant amount of computer work. When entering data, the work performed may be repetitive. Filing may also constitute repetitive motion.
Vibratory Tasks	X					Not required.

	N	S	O	F	C	
Talking/Hearing					X	Talking and hearing are required to communicate with



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant II
Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

						coworkers, and the general public. Talking and hearing are required to utilize the telephone. Accommodations could be made for both deaf and blind individuals.
Vision					X	Near acuity is vital in this position as the employee must be able to read a computer screen, as well as paperwork. Note: With accommodations a blind person could perform a majority of the duties of this position. Filing and sorting of mail may be difficult if visually impaired.
Taste/Smell	X					Not required.

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											

Possible Employer Modifications:



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
	P.O. Box 6		Claim #:	
	East Olympia, WA 98540-0006		Job Title:	Accounting Assistant II
Phone:	(360) 515-5962		DOT#:	216.482-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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:

Gina Jaeger Dean, BA, CDMS

2/12/14

Gina Jaeger Dean, BA, CDMS

2/12/14

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant II				
Phone:	(360) 515-5962	DOT#:	216.482-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant I
Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Accounting Assistant I	DOT Title:	Accounting Clerk
SVP:	5	DOT #:	216.482-010
SOC:	43-3031	Type of Industry:	Clerical and Kindred Occupations
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	City of Port Orchard
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Deborah Howard
Date:	February 12, 2014	FAX:	(360) 876-5546

On-Site Interview Representative

Essential Functions:

The function and purpose of the position of Accounting Assistant I is to assist customers and provide basic accounting and general office support for the Finance Department to promote the overall efficiency of the City's accounting, treasury, reporting and data processing operations. This position functions as an entry level Accounting Assistant and is also responsible for completing on-the-job training and customer service duties.

The Accounting Assistant I performs routine duties in the Finance Department, requiring accurate and timely completion of accounting functions and other office support duties as assigned by supervisors.

Individuals assigned to this position have moderate discretion in conducting the day-to-day workflow; however, work will be reviewed by the City Treasurer, the Assistant Treasurer or by an auditor from an agency not affiliated with the City. The City Treasurer or the Assistant Treasurer may assign priorities and specific tasks.

Job Qualifications and Skills:

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences, to equalize peak work periods, or to otherwise balance the workload.

- Responsible for cash handling (i.e.: receipting, balancing, deposits) and all revenue collection
- Provides customer service, handling questions and complaints, in person, via telephone or by correspondence
- Accomplishes data entry using a computer system and multiple software application programs, including



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Vocational Firm:	PRECISIONARY	Worker:					
	P.O. Box 6	Claim #:					
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant I				
Phone:	(360) 515-5962	DOT#:	216.482-010				
Involved Body Parts:							
X	Job of Injury		Light Duty Position		Direct/Transferable		Training Goal

governmental accounting, word processing and spreadsheets

- Prepares quarterly payroll reports
- Processes gambling and admissions taxes
- Prepares cash revenue utility accounting journal voucher
- Completes forms for remittance to State for leasehold excise tax, court collections, weapon permits, gun dealers and building code fees
- Processes utility account forms and work orders
- Participates in emergency management operations as needed
- Prepares and maintains basic spreadsheets, graphs or similar material
- Composes correspondence
- Assists in processing of business license applications and renewals
- Assists in maintenance of general accounting records and files
- Performs related work as required

Knowledge, Skills, and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of general office practices and equipment
- Ability to operate personal computers
- Ability to work in an environment that requires tact and diplomacy
- Ability to multi-task and deal with frequent interruptions
- Ability to plan, coordinate and produce accurate work
- Ability to create and maintain accounting spreadsheets
- Ability to compose memorandums and letters
- Ability to follow stated oral and written instruction
- Ability to establish and maintain effective communications, both orally and in writing, with staff, other departments and the general public in a professional manner

Education and Training

- High school/GED required
- Customer service experience
- Experience in cash handling and account transactions
- Experience with computers and application software, including word processing and spreadsheets

Requirements outlined in this job description may be subject to modification to reasonably accommodate



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Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

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

Computer, printer, copy machine, fax machine, mail meter machine, 10-key calculator, telephone, (telephone headset is available), stapler, staple puller, paper clips, binder clips, scissors, tape and tape dispenser, files, file cabinets, archive boxes.

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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	50%				X		Typically doesn't stay in a stationary seated position for more than an hour. During heavy data entry time periods can be up to 4 hours.
Standing	40%				X		Standing may also be performed when making copies, and retrieving items from printer and/or fax machine. The employee may also assist customers at the front counter to accept payments. There is a stool available at the front counter.
Walking	10%		X				Employee moves frequently between a desk, copy/file room, and work room (copy machine, printer, mailing equipment, etc.). The employee's desk is located on the second floor of the building. The employee can and does use the elevator between floors. Stairs are also available. While filing the employee may rotate from standing on floor, to stepping on step stool, to sitting on step stool, and



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Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

										then moving between file cabinets. These tasks require standing/stopping for a short time with a short distance to travel between work areas.
--	--	--	--	--	--	--	--	--	--	---

	N	S	O	F	C	
Lifting floor – waist	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set
						Up to 20 lbs. to lift/carry files/paperwork. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year.
Lifting waist–shoulder	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set
						Up to 20 lbs.: to lift/carry files/paperwork. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year.
Lifting above shoulder	N/A	N/A	Up to 10 lbs.	N/A	N/A	Up to 10 lbs.: various pieces of paperwork received from customers, files into file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.
Carry (Dist.)	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser.
						Up to 20 lbs.: Paperwork/files. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Archived boxes are moved from work area to storage. Distances may vary. A hand cart is available for this task.
Pushing/ Pulling	N/A	Up to	Up to	N/A	N/A	Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a



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Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

	15 lbs.	10 lbs.		hand cart on vinyl and carpeted surfaces takes 8-10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content.
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	N	S	O	F	C	
Climbing		X				<p>Stairs: This building has one set of stairs that cover three flights (ground floor, and a second and third floor). Employees have option of using stairs or elevators. Not required to perform duties. The work area is located on the second floor.</p> <p>Ladders: A step stool is also utilized while filing by some employees. The file cabinets are 5 drawer in height, 60". File shelves extend from floor to ceiling, and require the use of the step stool in order to access the higher shelves.</p>
Balancing		X				While using step stool during filing or walking on stairs.
Stooping / Bending			X			<p>At Waist: While filing bending to reach lower drawers.</p> <p>At Neck: While filing bending to reach lower drawers. While sorting paperwork, may have to bend to reach boxes, if left on floor. Typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower boxes employee may bend. While working from documents as part of accounting duties may be reviewing papers on flat desk surface.</p>
Twisting/Rotating		X				<p>At Waist: While sorting paperwork employee may twist/turn at waist to reach bins or boxes. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty.</p> <p>At Neck: While sorting paperwork employee may twist/turn neck to reach bins. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. Employees work in cubicles and depending upon setup of workstation may have back to approaching</p>



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Phone:	(360) 515-5962		DOT#:	216.482-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

						co-workers. Twisting of neck to observe persons may be done.
Squatting / Kneeling		X				While filing employee may choose to squat, kneel, or use the stool to access lower drawers.
Crawling	X					Not required.
Foot Controls	X					Not required.

		N	S	O	F	C	
Reaching (Level)	Forward				X		Reaching occurs when working front counter to assist customers, opening/closing file drawers, depositing paperwork into file bins/boxes, reaching office supplies/tools on desk such as stapler, hole punch, tape, etc. these items are typically light in weight, done consistently throughout the work day, but short in duration.
	Below Waist		X				Filing in lower drawers or accessing packages or boxes on the floor.
	Above Shoulder		X				The file drawers are 5 drawers in height (60"). The highest mail bins are located 70" above the floor surface. The worker may also access files on higher shelves, and opt to either reach above shoulder height, or utilize a step stool. The latter is recommended. (Reader to note the amount of reaching above shoulder also depends upon the height of the employee.)
Handle/Grasp					X		Computer mouse, cart handles, paperwork, archive boxes.
Fine Finger Manipulation					X		Keyboarding and 10-key calculator.
Hand Controls				X			The mouse requires the clicking of buttons on the right or left side depending upon the function. The copy machine, fax machine, and telephone all require data entry.
Repetitive Motion				X			This positions requires a significant amount of computer work. When entering data, the work performed may be repetitive. Filing may also constitute repetitive motion.
Vibratory Tasks		X					Not required.



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Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

	N	S	O	F	C	
Talking/Hearing					X	Talking and hearing are required to communicate with coworkers, and the general public. Talking and hearing are required to utilize the telephone. Accommodations could be made for both deaf and blind individuals.
Vision					X	Near acuity is vital in this position as the employee must be able to read a computer screen, as well as paperwork. Note: With accommodations a blind person could perform a majority of the duties of this position. Filing and sorting of mail may be difficult if visually impaired.
Taste/Smell	X					Not required.

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											

Possible Employer Modifications:



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY		Worker:	
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	East Olympia, WA 98540-0006		Job Title:	Accounting Assistant I
Phone:	(360) 515-5962		DOT#:	216.482-010
Involved Body Parts:				
X	Job of Injury		Light Duty Position	
			Direct/Transferable	
				Training Goal

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:

Gina Jaeger Dean, BA, CDMS

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Accounting Assistant I
Phone:	(360) 515-5962	DOT#:	216.482-010
Involved Body Parts:			
X	Job of Injury		Light Duty Position
			Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physician
- PCE Therapist
- OT / PT Therapist



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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Mechanic Industrial Truck (any industry)
Phone:	(360) 515-5962	DOT#:	620.281-050
Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

JOB ANALYSIS

Job Title:	Public Works Mechanic	DOT Title:	Mechanic Industrial truck (any industry)
SVP:	7	DOT #:	620.281-050
GOE:	05.05.09	Type of Industry:	Any

Analyst: Gina Jaeger Dean, BA, CDMS	JA Source: City of Port Orchard
Assigned VRC: Gina Jaeger Dean, BA, CDMS	Contact: Deborah Howard
Date: January 31, 2014	Phone: 360-876-7014

On-Site Interview Representative

Essential Functions:

This is a full or part-time position. It is not anticipated that Public Works Mechanic will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

The primary function of the Mechanic is to perform the necessary preventative maintenance necessary to avoid costly breakdowns to the city's vehicles, facilities and maintenance equipment, ensuring their readiness and overall reliability for use during day to day and emergency response operations.

General Function

Under general supervision from the Public Works Supervisor (M/F), the Mechanic performs all testing, routine preventative maintenance and repair work, receives and dispatches calls during the work day, keeps records of service completed on all city vehicles and maintenance equipment and performs Public Works activities as assigned.

Supervision Responsibilities

No Supervisory responsibilities

Job Duties and Responsibilities



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Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
		Claim #:	
		Job Title:	Mechanic Industrial Truck (any industry)
Phone:	(360) 515-5962	DOT#:	620.281-050
Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to:

- Performing routine preventative maintenance inspections, service functions, and repairs as needed to vehicles and maintenance equipment to assure operational readiness at all times
- Inspecting vehicles and maintenance equipment for defects, testing vehicles/ equipment and ensuring that they meet all performance specifications and safety standards
- Determining the cause of any equipment or systems failure and repairing mechanical defects when they occur
- Coordination of routine and long-range maintenance plans and schedules for the repair and servicing of city's vehicles, equipment and facilities, including installations or repairs as required by safety and code compliance inspections
- Provide input for the annual budget for vehicle maintenance costs, maintaining and updating vehicle repair records, keeping an accurate accounting of service expenditures.
- Overseeing performance testing of vehicles, vehicle components and equipment to assure compliance with specifications and standards
- Maintaining the shop in a clean and efficient condition, ordering tools and supplies as needed
- Providing guidance to personnel on proper operation of vehicles and equipment to reduce breakdowns and premature mechanical failures
- Maintenance of records of vehicles, equipment and facility repair and maintenance, as well as work performed and time requirements
- Attendance at training sessions to maintain qualifications, certifications and licenses as required for the position
- Inspect emergency services vehicles and equipment. Testing, & maintaining highly technical pumps and equipment.



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		Job Title:	Mechanic Industrial Truck (any industry)
Phone:	(360) 515-5962	DOT#:	620.281-050
Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

- Assist public works employees, as directed

Job Qualifications and Skills:

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

The City Mechanic is required to have an excellent working knowledge of machinery repair techniques and maintenance procedures. He/she must be familiar with the variety of tools used for vehicle repair and should be skilled in their use, including but not limited to computer diagnostics. The incumbent is also required to have basic vehicular electrical knowledge and the working repair and maintenance of diesels motors. Ability to communicate effectively both verbally and in writing is necessary.

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

Vehicle, Plasma cutter, Computer / printer, Drill press. Keyboard, Chop saw. Mouse Vehicle diagnostic equipment, Hoist, Power/hand tools/equipment ,Car lift, Jacks, Puller, Hydraulic lifts, Steam cleaner, Air tools, Routine maintenance tools, Torch, Calculator, Grinders, Mobile/portable radio, Welders, safety glasses, steel toed boots, overalls, hardhat, earplugs and hand protection. Respirator protective equipment.

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 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 checked="" 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

The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend performing these physical demands. Work assignments vary from day to day, and the supervisor may be called out to perform the work of a crew person due to absences, or job requirements

PHYSICAL DEMANDS	FREQUENCY	ACTIVITY DESCRIPTION
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Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Mechanic Industrial Truck (any industry)
Phone:	(360) 515-5962	DOT#:	620.281-050
Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

	Time	N	S	O	F	C	
Sitting	Up to 20%			X			Operating computer to check and send e-mail, review parts inventory and entering and closing work orders. Sitting is also performed when operating motor vehicles. participating in staff and safety meetings, schedules work and ensures equipment is available.
Standing	Up to 80%				X		On flat cement surfaces for up to 30 minute intervals. Most commonly occurs while repairs and maintaining vehicles, light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders and performing diagnostic computer duties.
Walking	Up to 80%				X		On flat cement surfaces for up to 6 hours. Most commonly occurs while moving from one work area to another, moving tools and materials on carts and to and from work benches in Shop garage.

Lifting floor – waist	N	S	O	F	C	Retrieving, storing , adjusting, inspecting parts and equipment. Using power tools, changing tires, manipulating vehicle parts in and out of place to perform maintenance and repairs.
	N/A	Up to 75 lbs.	5 to 35 lbs.	Up to 10 lbs.	Up to 5 lbs.	
Lifting waist–shoulder	N	S	O	F	C	Placing vehicle parts on carts to transport to various work areas or manipulating parts in to /out of place as well as power tools to perform maintenance and repairs.
	N/A	Up to 50 lbs.	5 to 35 lbs.	Up to 10 lbs.	Up to 5 lbs.	
Lifting above shoulder	N	S	O	F	C	Using hand tools working on vehicles on hydraulic lifts.
	N/A	Up to 50 lbs.	5 to 35 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Carry (Dist.)	N	S	O	F	C	Transporting power tools, impact wrenches, crimpers, etc., and manipulating vehicles parts. Placing vehicle parts on carts. Carrying vehicle parts, any item over 50 lbs. should be lifted with available hoists and lifts
	N/A	Up to 50 lbs.	5 lbs.- 25 lbs.	Up to 10 lbs.	Up to 5 lbs.	
Pushing/ Pulling Force	N	S	O	F	C	Applying torque to wrenches and ratchets. Pushing carts while transporting tools and vehicle parts within the shop. Inspecting vehicle parts, tire rolling. Open and close drawers.
	N/A	Up to 50-lbs.	Up to - 35 lbs.	Up to 10 lbs.	N/A	



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:		
		Claim #:		
		Job Title:	Mechanic Industrial Truck (any industry)	
Phone:	(360) 515-5962	DOT#:	620.281-050	
Involved Body Parts:				
	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

	N	S	O	F	C	
Climbing			X			Climbing ladders (both above and below ground). Repairing parts near /on top of heavy equipment.
Balancing					X	Performed while working in garage, and when climbing ladders, entering/exiting work site equipment, stooping raising from a kneeling position, and when walking, especially over uneven ground.
Stooping / Bending			X			Performed on flat cement surfaces while working on low areas of vehicles.
Twisting			X			Performed when driving vehicles. Repairing vehicle such as under the dash board. Misc. vehicle repairs.
Squatting / Kneeling			X			Performed on flat cement surfaces, frozen ground/ices or uneven ground. Occurs while putting chains on vehicles in inclement weather and fixing or maintaining low areas of vehicles
Crawling		X				Occurs when inspecting or maintaining low areas of vehicles.
Foot Controls			X			Performed when operating motor vehicle, Vector, back hoe, and other motorized equipment.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Operating motor vehicles, climbing ladders, working with hand tools, locating devices, and utilizing other hand-held equipment all require reaching forward.
	Below Waist			X		Performed when picking up tools and materials from ground level, maintaining low areas of vehicles as well as installing chains in inclement weather.
	Above Shoulder			X		Performed while working on vehicles on hydraulic lifts as well as when setting poles, ladders and reaching for lines of oil and compressed air. Working above shoulder may also be required to operate parts of the Vector truck to access truck components, and various pieces of equipment.



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Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:		
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		Job Title:	Mechanic Industrial Truck (any industry)	
Phone:	(360) 515-5962	DOT#:	620.281-050	
Involved Body Parts:				
	Job of Injury	Light Duty Position	Direct/Transferable	Training Goal

Handle/Grasp				X	Items manipulated include computer mouse, telephone, steering wheel, hand tools, motorized equipment, keys, entering/exiting vehicles and equipment.
Fine Finger Manipulation				X	Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small automotive parts, turning screws and bolts with fingers, adjusting clamps and hoses and stripping and manipulating wires and utilizing keys,
Hand Controls				X	Using a computer mouse, hand and power tools, such as wrenches, ratchets, screw drivers, clamps, drills, impact wrench , compressed air tool , pliers , vice grips and hammers,
Repetitive Motion		X			Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.
Vibratory Tasks		X			Operation of the jack hammer, Vactor, and backhoe.

	N	S	O	F	C	
Talking				X		Communicating with vendors, and with co-workers about work flow.
Hearing				X		Communicating with vendors and coworkers and conversing about vehicles repairs.
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, inspecting and testing small automotive parts. Identify red and green waning lights, monitor computer screens, reading/writing reports and evaluations, reading schematic drawing, and plans.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather			X			Noise Intensity			X		



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		Claim #:	
		Job Title:	Mechanic Industrial Truck (any industry)
Phone:	(360) 515-5962	DOT#:	620.281-050
Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

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: Requires exposure to hazardous conditions: i.e. working in traffic, working a in the close proximity to vehicle exhaust, cleaning chemicals, gasoline, diesel fuel and hydraulic fluid.. There is occasional exposure to loud noises. Requires exposure to the elements 40 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms).

Possible Modificaitons:

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:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant

1/31/14

Date

1/31/14

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	PRECISIONARY	Worker:	
	P.O. Box 6	Claim #:	
	East Olympia, WA 98540-0006	Job Title:	Mechanic Industrial Truck (any industry)
Phone:	(360) 515-5962	DOT#:	620.281-050
Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

MEDICAL PROVIDER: (Do not alter this section)

- I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____
- I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.
- The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker 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



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407


Vocational Firm:	PRECISIONARY P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
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Involved Body Parts:			
	Job of Injury	Light Duty Position	Direct/Transferable
			Training Goal

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 |



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Vocational Firm:	 P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
		Claim #:	
		Job Title:	Administrative Assistant/Planning
Phone:	(360) 515-5962	DOT#:	169.167-010
Involved Body Parts:			
Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

JOB ANALYSIS

Job Title:	Administrative Assistant/Planning	DOT Title:	Administrative Assistant
SVP:	7	DOT #:	169.167-010
GOE:	11.05.02	Type of Industry:	Any Industry

Analyst: Gina Jaeger Dean, BA, CDMS	JA Source: City of Port Orchard
Assigned VRC: Gina Jaeger Dean, BA, CDMS	Contact: Deborah Howard
Date:	FAX:

On-Site
 Interview
 Representative

Essential Functions:

The Administrative Assistant/Planning performs office and administrative duties necessary to the efficient operations of the Planning Department and the City.


The Administrative Assistant/Planning provides office and administrative support duties such as preparing letters, minutes, notices, documents, and/or reports, filing, data entry, back-up front desk services and any other general assistance to the Planning Director, which includes, but is not limited to, the functions of the Planning Department.

Supervision Responsibilities

This position has no supervisory responsibilities.



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Vocational Firm:	 P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
		Claim #:	
		Job Title:	Administrative Assistant/Planning
Phone:	(360) 515-5962	DOT#:	169.167-010
Involved Body Parts:			
Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

Job Qualifications and Skills:

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Specific duties and responsibilities include, but are not limited to, the duties and responsibilities represented in this job description. These listed duties and responsibilities, however, in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

- Interacts with other employees and the public
- Communicates regularly with other departments as well as with the public and various agencies
- Communicates orally using a telephone or in person
- Receives, distributes, and tracks land use permit applications
- Maintains land use files
- Formats, proofs, copy edits, and distributes correspondence for Planning Department
- Inputs data to spreadsheets using computer terminal, PC or other keyboard device
- Performs a variety of other data entry functions
- Prepares meeting minutes for the Growth Management Committee and Planning Commission and attends meetings as requested by the Director. Also assists on agendas, packets, notices, labeling and reports.
- Uses applicable computer software programs
- Prepares public notices for Planning Commission meetings and sends to local paper
- Prepares staff reports, resolutions, and ordinances for land use cases
- Performs a variety of front desk, back-up office and administrative duties to support the Planning Department and the City
- Regular and on-time physical attendance at City Hall


Knowledge, Skills and Abilities

To perform this job successfully, the incumbent must possess the abilities or aptitudes to perform each duty set forth below and in the remainder of this job description proficiently.

The individual serving as the Administrative Assistant/Planning must be able to communicate effectively and



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Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

courteously. Knowledge of routine office procedures, including use of office equipment is required. This position demands excellent interpersonal communication skills to deal with other individuals. The individual must be proficient in spelling, grammar, and math to prepare correct correspondence. The individual must be able to competently and timely complete assigned work, meet deadlines, and conduct themselves in a professional manner at all times.

Contacts and Relationships

The Administrative Assistant/Planning will provide staff support primarily to the Director and staff of the Planning Department, but will also have contact with the public and members of other departments and agencies.

Recruiting Requirements

- High School Diploma
- 3 years prior office experience with customer service knowledge, or graduation from a Business College
- Knowledge of office practices and procedures
- Experience working in municipal or government agency, desirable
- Experience with filing systems, including use of office equipment and machines
- Knowledge and experience with computer software including Word and EXCEL required
- Must possess excellent communication skills: excellent working knowledge of grammar, proofing, editing, and formatting of reports and documents, and correspondence.
- Experience using land use data base and/or permit tracking systems, desirable


Education and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities to enable the individual to perform the requirements of this position.

As indicated above, this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload and must be able to proficiently perform all assigned duties.



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Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

In compliance with the law, requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or who are unable to perform the essential functions of this job with or without a reasonable accommodation. The City will comply with all applicable law in making this determination.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change at any time as the needs of the Employer and requirements of the job change.

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

Computer, printer, copy machine, large scale printer/copy machine, fax machine, 10-key calculator, telephone, (telephone headset is available), stapler, staple puller, paper clips, binder clips, scissors, tape and tape dispenser, files, file cabinets, archive boxes.


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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	60%				X		Typically doesn't stay in a stationary seated position for more than an hour, and the worker has the ability to alternate positions as needed. The position may require extended sitting from time to time; however, this usually does not exceed three hours, and the worker still has discretion to stand and stretch as needed. Functions include keyboarding minutes, reports, and grants, answering telephone, and working on computer.
Standing	10%		X				Standing may be performed when greeting customers at



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Involved Body Parts:			
Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

						the front counter, working with plans, when making copies, and when retrieving items from printer and/or fax machine. Static standing is very rare as the nature of the work requires the worker to move within small areas to file, retrieve information, and utilize office equipment.
Walking	30%				X	Employee moves frequently between a desk, copy/file room, front counter, and work room (copy machine, printer, mailing equipment, etc.). The large scale printer/copier is located in a small alcove off of a hallway. The employee's desk is located on the second floor of the building. The employee can and does use the elevator between floors. While filing employee may rotate from standing on floor, to stepping on step stool, to sitting on step stool, and then moving between file cabinets. While working with plans the employee may utilize a table to unroll and spread the paperwork. The latter task requires standing/stopping for a short time. The area traveled is less than 1000 square feet. Surfaces include tile, vinyl, and carpet.

Lifting floor – waist	N	S	O	F	C	Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser, telephone hand set. A small set of plans may weigh up to 10 lbs. Up to 20 lbs.: Partially full archive boxes. Moderate sets of plans can weight up to 20 lbs. Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. Bins full of mail can vary in weight, about 20 to 30 lbs. Some plans weigh between 20 and 35 lbs., and may be awkward to lift due to their size and density.
	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	
Lifting	N	S	O	F	C	Up to 10 lbs.: Small office tools such as stapler,




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Involved Body Parts:			
Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

waist-shoulder	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	<p>hole punch, tape dispenser, telephone hand set. A small set of plans may weigh up to 10 lbs.</p> <p>Up to 20 lbs.: Partially full archive boxes. Moderate sets of plans can weigh up to 20 lbs.</p> <p>Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Typically boxes are closed, and loaded for storage at different times throughout the year. Bins full of mail can vary in weight, about 20 to 30 lbs. Some plans weigh between 20 and 35 lbs., and may be awkward to lift due to their size and density.</p>
Lifting above shoulder	N	S	O	F	C	<p>Up to 10 lbs.: various pieces of mail while sorting into upper bins, files into file drawers, small boxes on shelf behind work area, and accessing files on shelves over shoulder height.</p>
	N/A	N/A	Up to 10 lbs.	N/A	N/A	
Carry (Dist.)	N	S	O	F	C	<p>Up to 10 lbs.: Small office tools such as stapler, hole punch, tape dispenser.</p> <p>Up to 20 lbs.: Partially full archive boxes. Moderate sets of plans can weigh up to 20 lbs.</p> <p>Up to 35 lbs.: File boxes for archives thought to be about 30 lbs. one that was weighted was 28 lbs. Plans vary in weights, and can be awkward to carry depending upon the weight and density of the paperwork. Archived boxes are moved from work area to storage. Distances may vary. A hand cart is available for this task.</p>
	N/A	Up to 35 lbs.	Up to 20 lbs.	Up to 10 lbs.	N/A	
Pushing/ Pulling	N	S	O	F	C	<p>Archive boxes on shelves, and in storage may require 10-15 lbs. of force to move, pushing a hand cart on vinyl and carpeted surfaces takes 8-10 lbs. of force to begin movement. File drawers require approximately 5 lbs. of force to open and close depending up on the content.</p>
	N/A	Up to 15 lbs.	Up to 10 lbs.	N/A	N/A	




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	N	S	O	F	C	
Climbing		X				<p>Stairs: This building has one set of stairs that cover three flights (ground floor, and a second and third floor). Employees have option of using stairs or elevators. Not required to perform duties. The work area is located on the second floor.</p> <p>Ladders: A step stool is also utilized while filing by some employees. The file cabinets are 5 drawer in height, 60". File shelves extend from floor to ceiling, and require the use of the step stool in order to access the higher shelves.</p>
Balancing		X				While using step stool during filing or walking on stairs.
Stooping / Bending			X			<p>At Waist: While filing bending to reach lower drawers. While sorting mail may have to bend to reach mail bin if left on floor, typically employee will lift and place on a shelf rather than perform continuous bends.</p> <p>At Neck: While filing bending to reach lower drawers. While sorting paperwork, may have to bend to reach boxes, if left on floor. Typically employee will lift and place on a shelf rather than perform continuous bends. Also, to reach lower boxes employee may bend.</p>
Twisting/Rotating		X				<p>At Waist: While sorting paperwork employee may twist/turn at waist to reach bins or boxes. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty.</p> <p>At Neck: While sorting paperwork employee may twist/turn neck to reach bins. While making copies work products may be placed on counter near copy machine and twist/turn to access those during this duty. Employees work in cubicles and depending upon setup of workstation may have back to approaching co-workers. Twisting of neck to observe persons may</p>



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Phone:	(360) 515-5962	DOT#:	169.167-010
Involved Body Parts:			
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					be done.
Squatting / Kneeling		X			While filing employee may choose to squat, kneel, or use the stool to access lower drawers.
Crawling	X				Not required.
Foot Controls	X				Not required.

		N	S	O	F	C	
Reaching (Level)	Forward			X			Reaching occurs when opening/closing file drawers, depositing paperwork into file bins/boxes, reaching office supplies/tools on desk such as stapler, hole punch, tape, etc. these items are typically light in weight, done consistently throughout the work day, but short in duration. Reaching forward to access, unroll, stabilize, roll, and store plans may occur.
	Below Waist		X				Filing in lower drawers or accessing packages or boxes on the floor.
	Above Shoulder		X				The file drawers are 5 drawers in height (60"). The highest mail bins are located 70" above the floor surface. The worker may also access files on higher shelves, and opt to either reach above shoulder height, or utilize a step stool. The latter is recommended. Plans may be stored in areas above shoulder height. (Reader to note the amount of reaching above shoulder also depends upon the height of the employee.)
Handle/Grasp					X		Computer mouse, cart handles, paperwork, files, binders, building plans.
Fine Finger Manipulation					X		Keyboarding and 10-key calculator.
Hand Controls				X			The mouse requires the clicking of buttons on the right or left side depending upon the function. The copy machine, fax machine, and telephone all require data entry.
Repetitive Motion				X			This positions requires a significant amount of computer work. When entering data, the work performed may be repetitive. Filing may also constitute repetitive motion.



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Vibratory Tasks	X				Not required.
-----------------	---	--	--	--	---------------

	N	S	O	F	C	
Talking/Hearing				X		Talking and hearing are required to communicate with coworkers, and the general public. Talking and hearing are required to utilize the telephone. Accommodations could be made for both deaf and blind individuals.
Vision					X	Near acuity is vital in this position as the employee must be able to read a computer screen, as well as paperwork. Note: With accommodations a blind person could perform a majority of the duties of this position. Filing and sorting of mail may be difficult if visually impaired.
Taste/Smell	X					Not required.


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:

Possible Employer Modifications:



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Vocational Firm:	 P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
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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:

Gina Jaeger Dean, BA, CDMS

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

Vocational Consultant


Date

Vocational Consultant

Date



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	 P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
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Phone:	(360) 515-5962	DOT#:	169.167-010
Involved Body Parts:			
Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

MEDICAL PROVIDER: (Do not alter this section)

I agree that the above name injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____

I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.

The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

The above named injured worker 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



City of Port Orchard 216 Prospect St., Port Orchard, WA 98366 (360) 876-4407

Vocational Firm:	 P.O. Box 6 East Olympia, WA 98540-0006	Worker:	
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Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

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 |