



**Disability Services**  
**Safety and Claims Management**  
Department of Executive Services  
Human Resources Division  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
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Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Chief of Staff		
Department:	Local Services	Division:	Directors Office
DOT Title:	Planner, Program Services	DOT #:	188.167-110
SVP:	7	Requestor:	
Worksite Address:	201 South Jackson Seattle, WA 98	Office Contact Name/ Phone/ Email:	Danielle De Clercq 206-263-3192 ddeclercq@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 2/14/19
Update Analyst:			Update Date:

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

Serve as the advisor and assistant to the director in a department. Incumbents ensure alignment of the department's strategic direction; provide leadership to senior management staff and service staff; and serve as a key member of the department's Executive Team. This classification is responsible for providing effective/responsive internal communications.

### ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
  - Follow written and verbal directions to complete assigned tasks on schedule.
  - Read, write, and communicate in English & understand basic math.
  - Learn from directions, observations, and mistakes and apply procedures using good judgment.
  - Work independently or as part of a team and interact appropriately with others.
1. Provide leadership to functions undertaken in the department director's office and represent the director and the department on matters of departmental significance.
  2. Oversee and manage the flow and exchange of information, track and ensure that director accountabilities for assigned responsibilities are achieved.
  3. On behalf of the director, convene and coordinate development of policies and issues with the department's senior management team and other internal and external stakeholders.
  4. Work with the director to maintain and fulfill the department's core responsibilities to the County Executive and the County Council.
  5. Contribute to the vision, mission and values of the department through responsible and effective leadership and work performance; serve as a key member of the department's Executive Team.
  6. Support and sustain the department as a high-performing organization which models excellent organizational performance and exemplary customer service.
  7. Design and monitor the director's schedule to assure fulfillment of appropriate work-driven activities and accessibility consistent with the strategic needs of the director.
  8. Ensure that the director is well prepared and in possession of materials and data required for meetings, conferences and other scheduled public events.
  9. Perform other duties as assigned.



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### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

#### Knowledge/Skills

Extensive management and leadership experience in a large public setting, operating within a complex multicultural and diverse environment, government, communications, public relations and/or related environment

Working knowledge of techniques for building and sustaining community and public relationships

Knowledge of County, local government and issues

Knowledge of federal and state regulations involving government and legislative activities

Knowledge of public sector issues involving organizational structure and project management initiatives

Knowledge of effective management practices in a labor-intensive environment

Knowledge of and sensitivity to multi-cultural and diversity issues, including managing and interacting with a multi-cultural staff from varying demographic backgrounds

Skill in analytical and critical thinking and strategic confluence

Skill in consensus building, policy analyses, informed debate and interaction, and effective decision-making

Skill in identifying key business issues from multi-disciplinary perspectives

Skill in preparing and presenting effective and accurate information

Skill in managing, interacting, recruiting and demanding accountability out of a diverse staff

Ability to lead professionals through collaboration and influence

Ability to think critically and strategically, foster creativity and encourage problem-solving

Ability to manage and direct staff in an environment of change, to provide clear expectations and directions, and to make difficult and challenging decisions

Ability to relate complexities to individuals and to persuasively and professionally influence varied constituencies, including employees, customers, stakeholders and elected officials

Ability to coach, counsel and develop diverse employees, and to foster and model effective customer service

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

#### Education and Experience Requirements

Bachelor's degree, preferably in public administration and strategic planning or related field, and progressive leadership experience

Or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

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

Computers, pen/pencil, files, telephone, printer, scanner, documents and fax machine. Various databases, Microsoft Office and Share.



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### PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
		FLSA Exempt <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Work Pattern (continued)

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

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		1-10				Up to 10 sec/time, 5 min total while manipulating binders, ream of paper or stack of documents.
<b>Lifting</b> waist–shoulder		1-10				Up to 10 sec/time, 5 min total while manipulating binders, ream of paper or stack of documents.
<b>Lifting</b> above shoulder	X					
<b>Carry</b> (Distance/Surface)		1-2				Up to 200'/time, with binders, documents and reference materials on flat carpet, cement, tile and linoleum.
<b>Pushing/Pulling</b> (Distance/Surface)		1-10				Up to 5 sec./time, 5 min total while opening and closing drawers and doors.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					*X	Up to 2.5 hrs./time, 7-8 hrs. total in a work shift. Most commonly occurs while performing computer tasks and attending meeting. *The employee could alternate sitting and standing as needed if a sit/stand workstation was present.
Standing		X				Up to 5 min./time, 20 min. total while conversing with coworkers. *Could alternate sit/stand as needed on most occasions if a sit/stand workstation were present.
Walking			X			Up to 5-10 min./time, 1 hr. total while traversing within the work area, between different buildings and to/from coworkers' desks, etc.
Perform Work on Ladders	X					
Climbing	X					
Balancing	X					



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	N	S	O	F	C	
Stooping / Bending		X*				Up to 30 sec./time, 10 min. total while reaching for lower office drawers, shelves, drawers and printer. *Can alt. with squat/kneel as needed.
Twisting at Neck	X					
Twisting at Waist	X					
Squatting / Kneeling		X*				Up to 30 sec./time, 10 min. total while reaching for lower office drawers, shelves, drawers and printer; filing. *Can alt. with bend/stoop as needed.
Crawling	X					
Reach waist to shoulder			X			Up to 5 min./time, 1 hr./total while manipulating document/binders, distributing documents at meetings, etc.
Reach above shoulder	X					
Reach below waist		X				Up to 30 sec./time, 10 min. total while reaching for lower office drawers, shelves, drawers and printer; filing.
Keyboarding					X	Up to 5 min./time, 6-7 hrs. total while instant messaging, drafting documents, electronic file management, email etc.
Wrist Flexion/Extension		X				Up to 20 sec./time, 20 min total while manipulating files, binders, documents, files, etc.
Handle/Grasp		X				Up to 20 sec./time, 20 min total while manipulating files, binders, documents, etc.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 15 min./time, 7 hrs. total while instant messaging, conducting electric file management, manipulating documents/documents/files, writing, drafting documents, emailing etc.
Hand Controls				X	X	Up to 5 min./time, 4-6 hrs. total while using the computer mouse with scrolling wheel.
Foot Controls	X					
Repetitive Motion				X		Body Part: hands Cycles/hr: 300+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		Up to 30 min./time, 5 hr. total while conversing with contractors, co-workers or superiors; in person and via telephone.
Hearing				X		Up to 2 hrs./time, 5 hr. total while conversing with the general public, customers/contractors, co-workers or superiors; in person and via telephone.
Visual – Near Acuity					X	Up to 2.5 hr./time, 7 hrs. total while performing computer tasks, reviewing documents; some of which may have small print or reduced image quality.
Visual – Far Acuity				X		Up to 2 hrs./time, 5 hrs. total while visualizing presentation materials in meetings.
Visual – Depth Perception	X					



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	N	S	O	F	C	
Visual – Color Discrimination	X					Can be beneficial but not required.
Visual – Accommodation	X					
Visual – Field of Vision	X					
Exposure to Weather		X				Rarely when walking between buildings or attending meetings 2-3x/week.
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions	X					
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input checked="" type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					
Other:						

## COGNITIVE/BEHAVIORAL ADDENDUM

### COMPREHENSION

#### Articulating and comprehending information in conversations

Continuously while interacting with coworkers, contractors, superior and customers over the telephone and in person.

Health Care Provider initial here if the above activity is restricted \_\_\_\_\_

#### Reading, comprehending, and using written materials

Continuously while supporting Management of the office and Contract Administration. This includes archiving files, performing data entry and completing documents.

Health Care Provider initial here if the above activity is restricted \_\_\_\_\_

#### Understanding and solving problems involving math and using the results

Frequently while supporting Management of the office and Contract Administration. This includes archiving files, performing data entry and completing documents.

Health Care Provider initial here if the above activity is restricted \_\_\_\_\_



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### Using technology/instruments/tools & information systems

Continuously while using online records systems, various databases, internet searches, scanning documents and performing records research.

Health Care Provider initial here if the above activity is restricted

## REMEMBERING

### Remembering spoken instructions

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### Remembering written instructions

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### Remembering visual information

Rarely.

Health Care Provider initial here if the above activity is restricted

### Recalling information incidental to task at hand

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### Memorizing facts or sequences

Continuously while supporting Management of the office and Contract Administration. This includes archiving files, performing data entry and completing documents.

Health Care Provider initial here if the above activity is restricted

### Remembering simple instructions

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### Remembering detailed instructions

Continuously while supporting Management of the office and Contract Administration. This includes archiving files, performing data entry and completing documents.

Health Care Provider initial here if the above activity is restricted

## LEARNING & PROCESSING

### Effectively learning and mastering information from classroom training

Seldom while attending and applying trainings. SharePoint, Oracle and PeopleSoft.

Health Care Provider initial here if the above activity is restricted

### Effectively learning and mastering information from on-the-job training

Continuously on an ongoing basis as procedures may change over time.

Health Care Provider initial here if the above activity is restricted



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### **Learning from past directions, observations, and/or mistakes**

Continuously while ensuring accurate completion of job duties. There are staff meetings to address past observations, errors and mistakes. The employee must be able to learn from their own as well as coworkers' mistakes.

Health Care Provider initial here if the above activity is restricted

### **Using common sense in routine decision making**

Continuously while interacting with the coworkers, contractors, customers superiors, etc.

Health Care Provider initial here if the above activity is restricted

### **Recognizing and anticipating potential hazards and taking precautions**

Rarely for basic office safety, such as keeping walkways clear, places boxes in appropriate spots and avoiding trip hazards.

Health Care Provider initial here if the above activity is restricted

### **Thinking critically and making sound decisions**

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### **Integrating ideas and data for complex decisions**

Occasionally while creating/modifying document control procedures, creating forms and charts.

Health Care Provider initial here if the above activity is restricted

### **Determining and following precise sequences**

Continuously while drafting letters, performing file management, performing database entry/maintenance.

Health Care Provider initial here if the above activity is restricted

### **Coordinating and compiling data and information**

Continuously while performing file management, performing database entry/maintenance.

Health Care Provider initial here if the above activity is restricted

## **TASKING & PLANNING**

### **Performing repetitive or short-cycle work**

Continuously while performing file management, performing database entry/maintenance.

Health Care Provider initial here if the above activity is restricted

### **Working under specific instructions**

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### **Completing complex tasks**

Seldom while creating/modifying document control procedures and various administrative procedures.

Health Care Provider initial here if the above activity is restricted

### **Directing, controlling, or planning for others as necessary for basic tasks**

Rarely for office space management planning for new employees, temporary employees and consultants.

Health Care Provider initial here if the above activity is restricted



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### **Directing, controlling, or planning for others as necessary for complex tasks**

N/A

Health Care Provider initial here if the above activity is restricted

### **Multi-tasking**

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### **Planning, prioritizing, and structuring daily activities**

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

## **MAINTAINING ATTENDANCE AND AN ASSIGNED WORK SCHEDULE**

### **Maintaining predictable and reliable attendance**

Is necessary each work shift in order to maintain appropriate completion of tasks and deadlines.

Health Care Provider initial here if the above activity is restricted

### **Being punctual**

Is necessary each work shift in order to maintain appropriate completion of tasks and deadlines.

Health Care Provider initial here if the above activity is restricted

### **Taking rest periods at set times or only at times determined by breaks in job responsibilities**

Employee can take their allotted breaks at own discretion; break times are not set.

Health Care Provider initial here if the above activity is restricted

### **Adjusting to a flexible schedule of work days and or shifts**

N/A

Health Care Provider initial here if the above activity is restricted

## **USE APPROPRIATE BEHAVIOR FOR A PROFESSIONAL WORK ENVIRONMENT**

### **Receiving criticism and accepting limits appropriately**

Continuously as the employee must be able to take criticism from supervisors in order to make sure the proper administrative support services are being provided.

Health Care Provider initial here if the above activity is restricted

### **Maintaining emotional control and organization under increased stress**

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### **Maintaining socially appropriate affect, temperament, and behavior**

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted





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### **Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome**

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### **Working independently and/or unsupervised**

Frequent while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### **Adapting to frequent interruptions, changes in priorities, or changes in work location**

Continuously while supporting Management of the office and Contract Administration.

Health Care Provider initial here if the above activity is restricted

### **Responding effectively to emergency situations**

Rarely. OFFICE: Non-medical emergencies: ASA quickly participates to assist staff to successfully accomplish task.

SAFETY: ASA ensures office first aid kits and AED units are refreshed monthly; ASA is a first responder.

Health Care Provider initial here if the above activity is restricted

### **Analyst's Comments:**

### **Possible Employer Modifications:**

### **Update Comments (*if applicable*):**



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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:**

**Update (if applicable):**

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

**Employer Verification:**

**Employee Verification: (optional)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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### MEDICAL PROVIDER:

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

Anticipated release date: \_\_\_\_\_

Treatment plan: \_\_\_\_\_

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

### Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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