



Transitional Duty Job Analysis - SWD

ALTERNATE FORMAT AVAILABLE

EMPLOYEE:
FORM COMPLETED BY: Brittany Hagen (206) 296-4994
WORK LOCATION:

CLAIM #:
START DATE:
WORK HOURS:

NOTE TO TREATMENT PROVIDER: Please initial each activity of which you approve so that it is clear which work duties can be assigned on a temporary basis. Additional options include project work and/or tasks as noted below, if approved. This is NOT a permanent job, only transitional duty tasks while your patient transitions back to work to their full capacity. King County management reserves the right to assign any approved tasks on a daily basis, depending on business need and medically documented physical and/or cognitive capacities of the employee.

APPROVAL MODIFIED WORK TASKS

The location of alternative duty assignments can vary based upon the position. Most duties and positions are performed in an office environment and may be ongoing or temporary. Some duties will be performed in an environment where confidentiality is required. Duties can be performed using right, left or both hands to distribute tasks evenly. The employees may sit and stand at their own discretion and will have regular breaks as necessary.

_____ **1) Reception/Greeting:** Greets and directs visitors to appropriate locations while either sitting or standing. Informs staff of visitors, directs visitors to conference rooms, or assists them in finding persons on the floor. Prepares, packages, and sends requested written materials. Accepts deliveries and signs for packages and labels mail. Hands out parking permits to external customers. Reception duties include answering a multi-line telephone and transferring calls to the appropriate location, researching and gathering solid waste information to address customer questions and concerns, handing out brochures, and providing basic information regarding waste reduction and recycling using Solid Waste Division's (SWD) web site. The worker can alternate between sitting and standing as needed during the course of a shift. Minimal to no lifting required. Work may be performed at the following location (s): King Street Center and Cedar Hills Landfill.

_____ **2) Clerical Duties:** Scans documents, performs data entry, faxes, performs some filing, and types. May attend meetings and record meeting minutes, maintain meeting room calendars, numerically sort papers, and maintain and distribute resource materials. Glues, staples, or tapes magnets/cards to brochures, set up file folders, and shreds documents. May perform public disclosure research or other industry-specific clerical functions. Most duties can be performed while sitting or standing. Minimal to no lifting required. The worker can alternate between duties as well as sitting and standing as needed. Work may be performed at the following location (s): King Street Center and Cedar Hills Landfill.

_____ **3) Mail Duties:** Opens mail, sorts mail, delivers to correct person, and alphabetizes and files as needed. Processes mail by attaching related correspondence or information before forwarding, responds to mail when appropriate, and identifies priority and/or time-sensitive matters. Stuffs envelopes, tears perforated paper and places in envelopes, addresses envelopes and date stamps incoming mail. Opening and sorting duties can be performed while sitting. Delivering duties require walking. A cart can be used to eliminate carrying. Work may be performed at the following location (s): King Street Center and Cedar Hills Landfill.

_____ **4) Administrative-Computer Duties:** The amount of computer work varies depending on the skills of the worker and location of the duties. Workers with advanced computer skills may create analyses and graphs using a personal computer. The most common software used in this position is Microsoft Office. Tasks can be alternated as needed. Some light clerical functions may be available in order to alternate tasks. Other

computer related duties include answering SWD website email inquiries and recording information requests on a call tracking system database utilizing a computer. Work may be performed at the following location (s): King Street Center and Cedar Hills Landfill.

_____ **5) Filing Duties:** Files individual documents and various files. Files may include medical charts or other confidential information. Some may need to be copied via copy machine. Some filing may require reaching at or above shoulder height as well as below waist height. Duties may be alternated with clerical functions. Work may be performed at the following location (s): King Street Center and Cedar Hills Landfill.

_____ **6) Other Assignments:** Performs customer tracking by recording number of customers entering the recycle center at the transfer stations utilizing a pen/pencil and clip board. Work is performed outdoors in all weather conditions and may also be performed indoors where permitted (in a building or car). Worker may alternate between sitting and standing to perform duties. Work may be performed at the following location (s): Transfer Stations at Cedar Falls, Bowlake, and Renton.

_____ **7) Inspector Assistant:** Records data on note pad and enters data on computer, answers customer calls and other program inquiries, process service requests and document searches, and prepares and develops documentation. Worker may alternate between sitting and standing when performing office duties. Data collection occurs throughout various locations in King County and will require occasional walking on uneven terrain. Travel to and from the locations will require sitting in a County vehicle for extended periods.

_____ **8) Stores Assistant:** Performs data entry, parts delivery and pick-up, customer service, sales, cleaning, sweeping, basic warehousing and stocking functions using material handling equipment. Must be able to work both inside and outside, lift 25 lbs frequently and walk for up to 15 minutes at a time for up to four hours per shift and climb stairs. Alternating between sitting and standing is available.

TREATMENT PROVIDERS STATEMENT Upon review of the essential functions for this position, the employee:

_____ CAN perform the approved transitional tasks as of _____ (date) for _____ hours in a day, transitioning up to an 8 hour day over _____ weeks.

COMMENTS:

_____ CAN perform the approved transitional tasks as of _____ (date) with the following modifications:

COMMENTS:

_____ CANNOT return to even modified duty or transitional tasks at this time given the severity of the medical condition for the following objective medical reasons:

COMMENTS:

Anticipated full release date: _____ Next scheduled examination date: _____

Treatment provider signature Printed name Phone number Date

NOTE: For work related injures/conditions, please return this form to King County, Safety and Claims Management, PO Box 80283, Seattle, WA 98108. Phone: (206) 296-0510. Fax: (206) 296-0514. For non-work related injures/conditions, please return this form to Dept. of Natural Resources and Parks, Solid Waste Division, Human Resources, Fax: (206) 296-4473. Thank you!