

# Transitional Duty Task Analysis

ALTERNATE FORMAT AVAILABLE

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EMPLOYEE:

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

WORK LOCATION:

CLAIM #:

START DATE:

WORK HOURS:

**NOTE TO TREATMENT PROVIDER:** It will be determined if medically-restricted employees can safely and securely perform their regular job duties or, if not, a restricted duty post may be assigned with no detainee contact. Additional options include project work and/or other tasks as noted below, if approved. Please initial each approved activity. This is NOT a permanent job but may be provided during a transition back to full capacity work. King County management reserves the right to assign any approved tasks on a daily basis, depending on business need and the 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 specific task. Most duties are performed in an office environment although some may be in a secured detention facility. Some duties will be performed in an environment where confidentiality is required.

\_\_\_\_\_ **1) Reception/Greeting:** Greets and directs visitors to appropriate locations while either sitting or standing. May direct visitors to conference rooms or assist them in finding persons on the floor. May sign for packages and label mail. Reception duties may include answering the telephone, gathering and recording information from the public, handing out information, providing basic information and transferring calls to the appropriate location. The employee sits approximately 60% of a shift but can alternate between sitting and standing as needed. The employee may walk to find persons on the floor or may use a phone to notify staff of visitors if available. Minimal to no lifting is required.

Work may be performed at the following location (s): Administration and Community Corrections Division (CCD).

\_\_\_\_\_ **2) Clerical Duties:** May perform any combination of the following: scan documents, perform data entry, fax, file paperwork, use microfiche reader, sort microfiche, type, record meeting minutes, numerically/alphabetically sort papers, maintain and distribute resource materials, staple documents, set up file folders, shred documents and answer phones. May perform public disclosure research, other industry-specific clerical functions, inventory recording and control monitoring, surplus tracking/record keeping, processing applications, archiving records, and photocopying. The employee can alternate between sitting and standing while performing tasks. Minimal to no lifting is required.

Work may be performed at the following location (s): Administration-Human Resources (HR) Unit, CCD, King County Correctional Facility (KCCF), Training and Records Unit, Regional Justice Center (RJC), and Juvenile Division.

\_\_\_\_\_ **3) Mail Duties:** May perform any combination of the following: open mail, sort mail, deliver to correct person and file as needed, prepare mailings, stuff envelopes, tear perforated paper and place in envelopes, address envelopes, and date stamp incoming mail. Opening and sorting duties can be performed while sitting or standing. Delivering duties require walking. A cart can be used to eliminate carrying.

Work may be performed at the following location (s): Administration-HR and Juvenile Division.

\_\_\_\_\_ **4) Administrative-Computer Duties:** The amount of computer work varies depending on the skills and experience of the employee and location of the duties. Employees with advanced computer skills may create or modify analyses, database and graphs using a personal computer. Work may include other database entry, database search, and electronic monitoring. The most common software used in these assignments are Microsoft Word, Excel and/or Access. Tasks can be alternated as needed. Some light clerical and other filing or mailing functions may be available in order to alternate tasks.

Work may be performed at the following location (s): Administration, KCCF, RJC, CCD, and Juvenile Division.

\_\_\_\_\_ **5) Filing Duties:** Files individual documents and various files. Files may include medical documents or other confidential personnel 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. A step stool may be used for reaching or a chair for sitting while filing. Duties may be alternated with clerical and mailing functions.

Work may be performed at the following locations (s): Administration, KCCF, RJC, CCD, and Juvenile Division.

\_\_\_\_\_ **5) Recruitment:** Contact candidates to provide information regarding DAJD Jobs/Hiring Process. Duties may include; calling applicants and applicant references, taking notes and entering data into a spreadsheet. The employee may be on the telephone about 60% of the shift. Duties may also include emailing or meeting with candidates. The employee sits approximately 80% of a shift but can alternate between sitting/standing as needed. Additionally mail duties may be assigned. Minimal to no lifting is required.

Work may be performed at the following location: Administration.

\_\_\_\_\_ **7) Special Assignments:** These special assignments may require prior experience and/or specialized knowledge/skills depending on the tasks. An assessment of the employee's skills will be conducted if medically cleared to perform this type of work. Work may include assisting with research for internal investigations unit, grant writing, investigating inmate grievances, assist with research and writing of policies and procedures, and monitor and document urinary analysis. Duties are performed in an office setting and may be alternated with other clerical and administrative tasks.

Work may be performed at the following locations (s): Administration, KCCF, RJC, CCD, and Juvenile Division.

**TREATMENT PROVIDERS STATEMENT**

PLEASE PROVIDE AN UPDATE WHEN MEDICAL RESTRICTIONS CHANGE.

Is the employee taking any medications which impact his/her ability to safely work in a detention facility?

NO YES (if yes, please explain) \_\_\_\_\_

Are there assistive devices which are required for the employee to use while working (i.e.; hand brace, cast, crutches, wheelchair, etc.)?

NO YES (if yes, please explain) \_\_\_\_\_

Are there any restrictions in the ability to work overtime on a mandatory or voluntary basis?

NO YES (if yes, please explain) \_\_\_\_\_

\_\_\_\_\_ 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 restricted duty or transitional tasks at this time given the severity of the medical condition for the following objective medical reasons:

COMMENTS:

Anticipated full duty release date: \_\_\_\_\_ Next scheduled examination date: \_\_\_\_\_

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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. Thank you!**