



**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  
(206) 296-0514 FAX

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Records Center Technician		
Department:	Executive Services	Division:	Records and Licensing-Archive Records Management and Mail Services
DOT Title:	Laborer, Stores	DOT #:	922.687-058
SVP:	2	Requestor:	Jeff Casem
Worksite Address:	7272 West Marginal Way South Seattle, WA 98108	Office Contact Name/ Phone/ Email:	Scott Landwehr 206-263-2475 scott.landwehr@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMs	Analysis Date:	1/18/19
Presenting VRC:		Update Date:	

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

Assisting the Records Center Supervisor in the storing and maintenance of County records and interviewing internal and external customers to establish and coordinate the implementation of the retention and destruction schedules for such records and to establish appropriate department service levels.

### 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.

### Job Specific Requirements:

- Use computer automated records management system to generate lists for daily public records retrievals.
- Package public records for delivery to locations throughout King County.
- Schedule and complete pickup of records approved for inactive records storage.
- Using the computer automated records management system to process and shelve new boxes using barcode scanning technology and data entry to inventory and account for box warehouse location.
- Pull, place and/or stack boxes on pallets which have been identified for disposition from warehouse shelving locations.
- Perform physical inventory of Records Center holdings.
- Monitor the RecordsCenter facility and equipment for cleanness, functionality.

### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Basic knowledge of records management theories and practices
- Basic computer knowledge and history of successful uses of Microsoft Office products, HP Records Manager or similar software application used for either records management or inventory control.
- Attention to detail -
- Basic clerical skills including numerical and alphabetical filing systems • Knowledge of inventory



## King County Job Analysis

Job Title : Transfer Room/Warehouse  
Worker

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- management techniques and principles
- Valid Washington State Driver's License
- Ability to safely operate motorized delivery vehicles, including driving throughout the county in a timely manner, parking in designated loading zones, on and off loading equipment and boxes.
- Ability to follow written and verbal processes and procedures. • The aptitude to work independently or in a team setting.

### Licensing, Certification and Other Requirements

Ability to pass a criminal background check and physical examination.

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

Order picker (forklift style man-lift), forklift, fall protection, pallet jacks, computer, various carts, ¾ ton cargo van, hand truck, telephone, 19' storage shelves, pallets, storage boxes, various records, rolling staircases (being phased out), barcode label printer, photocopy machine, warehouse software, MS Office, SharePoint and handheld scanner.

## PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input 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 checked="" 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
<b>Work Pattern (continued)</b>		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		50*		1-30		Up to 1 min./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes. <b>The average records box is 27.5 lbs.</b>  *Up to 5 sec./time, 10 sec. total while manipulating large boxes (up to 50 lbs.). Lifting equipment is available to use on most occasions.



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> waist-shoulder		50*		1-30		Up to 1 min./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes. <b>The average records box is 27.5 lbs.</b>  *Up to 5 sec./time, 10 sec. total while manipulating large boxes (up to 50 lbs.). Lifting equipment is available to use on most occasions.
<b>Lifting</b> above shoulder	X					There is no lifting above shoulder height required, as the hydraulic order picker lifts the employee to items on shelves. See pictures.
<b>Carry</b> (Distance/Surface)		1-30 200'				Up to 1-5 min./time, 45 min total while transferring records to/from hand truck or cart; carrying records boxes (1-30- lbs.) up/down stairs up to 30x shift.
<b>Pushing/Pulling</b> (Distance/Surface)		1-30 200'				Up to 1-5 min./time, 45 min total while manipulating a hand truck or cart (1-30 lbs.) with boxes of records.
Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting			X*			Up to 1 hr./time, 2.5 hrs. total while operating a forklift, using a computer and driving. *A sit/stand workstation is present the employee can alt. as needed when performing computer functions.
Standing				X*		Up to 30 min./time, 5 hrs. total while operating the hydraulic order picker (see pictures); picking up and delivering records boxes. *A sit/stand workstation is present so the employee can alt. as needed when performing computer functions.
Walking				X		Up to 5 min./time, 1-2 hrs. total while delivering, picking and picking up records boxes.
Perform Work on Ladders		X				Only rolling staircases are used.
Climbing		X				Up to 1 min./time, 5 min total while using a 6 step rolling staircase to access items on shelves; on a very rare occasion.
Balancing					X	Up to 30 min./time, 7 hrs. total while using a 6 step rolling staircase, hydraulic order picker (see pictures) and traversing loading docks where railings are not present.
Stooping / Bending				X		Up to 1 min./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes.
Twisting at Neck					X	Up to 30 min./time, 6 hrs. total while driving forklift, van and hydraulic order picker.
Twisting at Waist				X		Up to 30 min./time, 5 hrs. total while driving forklift and hydraulic order picker.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Squatting / Kneeling				X		Up to 1 min./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes.
Crawling	X					
Reach waist to shoulder					X	Up to 30 min./time, 7 hrs. total filling orders, operating hydraulic order picker, operating a forklift, writing, completing computer duties, driving, picking up orders and using cart/hand truck.
Reach above shoulder		X				Up to 15 sec./time, 5 min. total while climbing in/out of forklift, securing fall protection.
Reach below waist					X	Up to 30 min./time, 6 hrs. total filling orders, operating hydraulic order picker, operating a forklift, writing, completing computer duties, picking up orders and using cart/hand truck.
Keyboarding			X			Up to 15 min./time, 2 hrs. total while using warehouse software, handheld scanner and email.
Wrist Flexion/Extension				X		Up to 1 min./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes.
Handle/Grasp				X		Up to 1 min./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes; operating order picker.
Forceful Grasp				X		Up to 1 min./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes.
Fine Finger Manipulation				X		Up to 30 min./time, 5 hrs. total while completing computer duties, operating hand scanner and raising/lowering hydraulic order picker.
Hand Controls					X	Up to 30 min./time, 6 hrs. total while completing computer duties, operating hand scanner, driving a van and raising/lowering hydraulic order picker.
Foot Controls				X		Up to 30 min./time, 5 hrs. total while operating hydraulic order picker and driving a van.
Repetitive Motion				X		Body Part: lifting Cycles/hr: 100+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking			X			Up to 5 min./time, 2 hrs. total while conversing with customers, vendors, co-workers, and supervisors.
Hearing					X	Continuously for safety.
Visual – Near Acuity					X	Up to 1 min./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes; computer duties, reading labels and using hand scanner.
Visual – Far Acuity					X	Up to 30 min./time, 7 hrs. total while driving a forklift, order picker and van. Working around moving equipment.
Visual – Depth Perception					X	Up to 30 min./time, 7 hrs. total while driving a forklift, order picker and van. Working around moving equipment.
Visual – Color Discrimination	X					



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Job Demand	Frequency and Weight (lbs.)					Activity Description
Visual – Accommodation					X	Up to 30 min./time, 7 hrs. total while driving a forklift, order picker and van.
Visual – Field of Vision					X	Up to 30 min./time, 7 hrs. total while driving a forklift, order picker and van. Working around moving equipment.
Exposure to Weather			X			
Extreme Cold		X				
Extreme Hot		X				
Wet and / or Humidity		X				
Proximity to Moving Mechanical Parts					X	Hydraulic order picker, forklift, vehicles. Various facilities may have heavy machinery.
Exposure to Explosives	X					
Atmospheric Conditions					X	Dust.
Exposed Heights					X	Up to 2.5 hrs./time, 7 hrs. total while working on raising and lowering hydraulic lift/order picker.
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Goes to various King County Facilities.



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### Analyst's Comments:

Hydraulic lift raises employee to warehouse shelves, eliminating above-shoulder lifting. The picker moves the boxes on a pallet, greatly reducing carrying.

### Picker with hydraulic hoist and fall protection



### Hand Controls



### Foot Controls





## King County Job Analysis

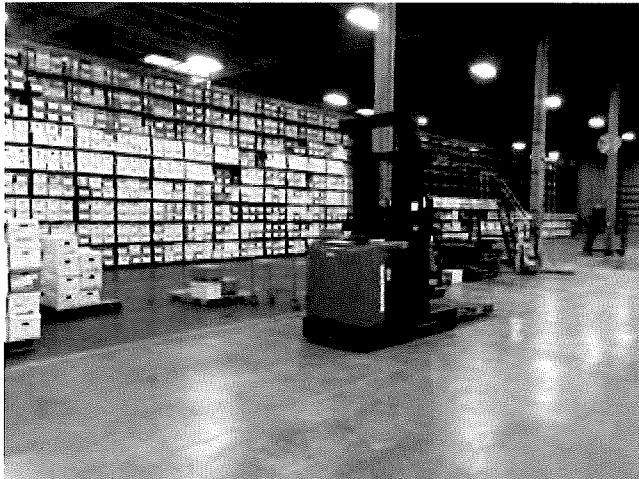
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**19'-tall shelves that are accessed by the picker**



**Possible Employer Modifications:**

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



**King County**

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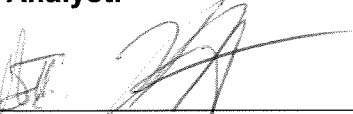
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**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources 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

2/20/19  
Date

Vocational Consultant

Date

**Employer Verification:**

**Employee Verification: (optional)**



Name

2/20/19  
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

- |  |   |   |
|--|---|---|
| <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      |
|  |   | <input type="checkbox"/> PEP Physician          |

