



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
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(206) 205-8575
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JOB ANALYSIS

Job Title:	Budget Analyst III	DOT Title:	Budget Analyst
SVP:	7	DOT #:	161.267-030
Location of Analysis:	Chinook Building 401 5 th Ave, Seattle, WA 98104	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Molly Gordon/Cheryl Conn
Presenting VRC:		Employer Contact:	Tyler Running Deer/Jo Anne Fox
Date Analysis Completed:	1/2/13	Supervisor Contact Information	Phone: Tyler Running Deer E-mail: Tyler.RunningDeer@kingcounty.gov

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

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. Complete complex reports, worksheets and computations in accordance with office procedures and standards for the preparation and implementation of the budget.
2. Provide departments with guidance on preparing their operating and capital budgets, including resolution of issues unique to the department.
3. Review and evaluate departmental requests for operating and capital budgets by identifying significant financial and policy issues, developing potential alternatives and performing financial, programmatic and policy analyses needed to reach final budget decisions.
4. Work in conjunction with agency staff to identify significant budget issues for consideration by Budget Director and agency management. Negotiate and resolve areas of significant disagreement.
5. Develop alternatives and recommendations on departmental requests and other budget issues for consideration by supervisor, Budget Director and Executive staff. Prepare comprehensive documentation which supports the Executive's final budget decisions and anticipates issues from the Metropolitan King County Council and the media.
6. Defend the Executive budget to the Council by responding to requests for information and coordinating and contributing to Executive policy responses.
7. Propose scope of work and goals for ad hoc assignments. Provide, lead or conduct required analyses, including cost comparisons, performance evaluation, program review, life cycle/cost benefit analysis and



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long term expenditure/revenue forecasts. Prepare supporting documentation for presentation to the Budget Director, Executive staff, agency staff and the Council.

8. Prepare ordinances and motions with supporting narratives and analysis for Executive signature.
 9. Monitor agency implementation of adopted budgets and report deviations; make recommendations to supervisory staff and the Budget Director as to what specific actions should be taken by the agency, the Executive or the Council.
 10. Lead colleagues and department staff in some assignments, such as serving as a project manager for short and medium term project work.
 11. Provide guidance and training to less experienced budget analysts.
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

Knowledge of statistical and economic analytical techniques and accounting principles

Working knowledge of budgetary/financial concepts, principles and automated information systems

Working knowledge of the principles and practices of public administration

Knowledge of organization theories and techniques

Working knowledge of local government programs, revenue sources, financial management systems and budgeting process

Analytical skills

Oral and written communication skills

Interpersonal skills

Skill in the use of personal computers and mainframe systems and word-processing, spreadsheet and database management software

DESIRABLE QUALIFICATIONS:

NECESSARY SPECIAL QUALIFICATIONS:

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

Computer with dual monitor, calculator, files, binders, documents and various reference materials.

Spreadsheets and databases including Oracle EMS (financial software), Oracle Hyperion (budget Software), Excel and Access HCM.



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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	8-10	Hours Per Day See below
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5-6	Days Per Week See below

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

Minimum Final Work Schedule - (exact schedule is flexible)

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend	Total
Work Hours	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	N/A	
Total Hours	8	8	8	8	8	0	40

Maximum Final Work Schedule High – [exact schedule is flexible]

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend	Total
Work Hours	8am – 7pm	8am – 7pm	8am – 7pm	8am – 7pm	8am – 7pm	Varies	
Total Hours	10	10	10	10	10	10	60

This position requires overtime during peak business demands, typically July and August each year. The employer can accommodate a gradual return to full time with the expectation the employee will also be able to work overtime as required by business needs by July 1, 2013.

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	80-90%					X	At desk/workstation, meetings and trainings.
Standing	<10%		X				Trainings on a rare occasion
Walking	<15%		X				60' to copy room, 100' to restroom or 120' to elevator. 2-3 blocks on a rare occasion to/from meetings/trainings.

Lifting floor – waist	N	S	O	F	C	5-7 lbs.	Binders (up to 7 lbs.); ream of paper (5lbs.)
		X					
Lifting waist–shoulder	N	S	O	F	C	5-7 lbs.	Binders (up to 7 lbs.); ream of paper (5lbs.)
		X					



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Lifting above shoulder	N	S	O	F	C	5-7 lbs.	Binders (up to 7 lbs.) on upper shelves
		X					
Carry (Dist.)	N	S	O	F	C	5-7 lbs.	On a rare occasion the employee may carry a binder to a meeting or training.
		X					
Pushing/ Pulling	N	S	O	F	C	Minimal	Drawers and doors.
		X				2-7 lbs. force	

	N	S	O	F	C	
Climbing	X					
Balancing	X					
Stooping / Bending		X				Lower drawers, file cabinets and shelves
Twisting*		X				At work station reaching for reference materials, files
Squatting / Kneeling		X				Lower drawers, file cabinets and shelves
Crawling	X					
Foot Controls	X					

	N	S	O	F	C	
Reaching (Level) Forward Below Waist Above Shoulder				X		Keyboard, mouse, files, documents, phone, calculator
		X				Low cabinets and drawers.
		X				Binders and reference materials on upper shelves
Handle/Grasp			X			Telephone, binders
Fine Finger Manipulation				X		Keyboard, mouse, documents, calculator
Hand Controls			X			Computer mouse
Repetitive Motion	X					Body part: Cycles/hr.
Vibratory Tasks	X					

	N	S	O	F	C	
Talking				X		With agencies, coworkers on the phone and in person
Hearing				X		With agencies, coworkers on the phone and in person

Visual:

Uses dual computer monitors. Glare can be an issue in this workspace due to proximity of large windows.

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				



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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:

Most records can be viewed electronically, greatly reducing (or eliminating) the amount of time spent lifting, handling and carrying binders. An evaluation has already been performed by Curt Johnson, MS, CRC, ATP to address modifications such as voice activated software, keyboard, mouse, wheelchair access to cubicle, power doors, monitor placement, headset, personal printer, parking, keyboards tray, etc. See report for details.

Possible Employer Modifications:

Carrying materials to meetings can be reduced or eliminated via cart or electronic copies.

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:

Kyle Pletz, VRC, CDMS

3/14/2013

Vocational Consultant

Date

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:

Tyler Running Deer

Name

Date

Employee Verification: (optional)

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.

State 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 ☐ 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 | | |