



**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 Management Specialist		
Department:	Local Service	Division:	Roads Services
DOT Title:	Records-Management Analyst	DOT #:	161.267-022
SVP:	2	Requestor:	
Worksite Address:	1555 Monroe Ave. NE Renton, WA 98056	Office Contact Name/ Phone/ Email:	Craig McMurdo 206-477-3836 Craig.McMurdo@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 4/28/23
Presenting VRC:			Update Date:

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

The responsibilities of this Records Management Specialist position are to provide centralized records management services for the maintenance, protection, and reference of the Road Services Division's public records, including records associated with engineering services, maintenance and environmental services.

### ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

- Assist in the maintenance, evaluation, refinement, and implementation a centralized records management system for inventorying, maintaining, retrieving, storing, and archiving engineering records. Records include both hard copies and electronic format.
- Assist in the implementation of records retention plans and procedures and support initiatives to increase efficiency and effectiveness for the management of the department's records throughout its lifecycle.
- Identify department records needs by interviewing staff, reviewing and analyzing current practices, surveying department records, and examining county and State laws and county records management policies and procedures. Ensure new processes are in compliance with State and county codes and laws.
- Recommend process improvements and implement as approved. Develop, coordinate, and provide training to staff on records management standards.
- Prepare documents for storage, archiving, and/or destruction including document imaging and/or electronic file copies.
- Research and respond to public disclosure requests and research requests.

### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Minimum of four (4) years of professional records management experience designing and maintaining records management systems, providing records management indexing, filing, and archival theories and practices.
- Knowledge of records management practices, inventory control, and record retention techniques and principles.
- Knowledge of applicable state laws and regulations as it pertains to records management and public disclosure.
- Knowledge of State records retention schedules.
- Experience with Microsoft Outlook, Word, Excel and querying Access databases is required.
- Basic knowledge of how relational databases work and how to use tables and queries to extract the



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information required.

- Demonstrated experience in conducting records surveys and inventories.
- Experience working with microfilm.
- Strong customer service skills and experience providing and managing for a customer service-oriented operation.
- Skill in developing and implementing new processes.
- Experience in conducting training and presentations. Ability to prepare user documentation and training materials.
- Ability to analyze public disclosure requests and respond accordingly.
- Ability to use analytical skills to apply policies.

### ADDITIONAL INFORMATION:

Must possess (or be able to obtain) a valid Washington State driver's license or have alternative ability to attend meetings at various locations. The position is moderately active and includes bending, stooping, lifting and carrying. Candidate must be physically able to move and lift 40 lbs.

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

Pallet jack, rolling trucks, various carts, County Vehicles/Van, hand truck, telephone, storage shelves, pallets, storage boxes, various records, rolling staircases (2-4 step), label printer, photocopy machine, computer, scanner, microfilm reader, microfilm, files, records software, MS Office, SharePoint, dehumidifier, 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
		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### Work Pattern (continued)

Monday through Friday, 7:30 a.m. to 4:30 p.m. (40 hours per week) or as otherwise scheduled. This position is covered by the provisions of the Fair Labor Standards Act and is eligible for overtime. May be required to work extended and/or flex scheduled work hours to respond to deadlines and emergent work needs. This is a hybrid work environment which requires onsite work approximately 2-3 days per week. This may change based on business demand.



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		40		1-30		Up to 1-5 sec./time, 5 hrs. total while prepping, picking, picking up, delivering and refilling records boxes. <b>The average records box is 27.5 lbs.</b>  *Up to 5 sec./time, 30 sec. total while manipulating large boxes (up to 40 lbs.).
<b>Lifting</b> waist–shoulder		40		1-30		Up to 1-5 sec./time, 5 hrs. total while prepping, picking, picking up, delivering and refilling records boxes. <b>The average records box is 27.5 lbs.</b>  Up to 5 sec./time, 30 sec. total while manipulating large boxes (up to 40 lbs.).
<b>Lifting</b> above shoulder		40		1-30		Up to 1-5 sec./time, 5 hrs. total while prepping, picking, picking up, delivering and refilling records boxes. <b>The average records box is 27.5 lbs.</b>  Up to 5 sec./time, 30 sec. total while manipulating large boxes (up to 40 lbs.).
<b>Carry</b> (Distance/Surface)		1-30 50'				Up to 30 sec./time, 45 min. total while transferring records to/from hand truck or cart; carrying records boxes (1-30 lbs.) up/down 2-4 steps with rolling staircase.
<b>Pushing/Pulling</b> (Distance/Surface)		1-30 1000'				Up to 1-10 min./time, 45 min. total while manipulating a hand truck or cart (1-30 lbs.) with boxes of records. May push a cart up a slight incline for approximately 10'.
Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting				X	X*	Up to 2 hrs./time, 4-6 hrs. total while scanning documents, 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 sorting through records boxes at a table, placing record boxes on/off shelves, organizing records. *A sit/stand workstation is present so the employee can alt. as needed when performing computer functions.
Walking			X			Up to 1-20 min./time, 2.5 hrs. total while delivering, picking and picking up records/records boxes.
Perform Work on Ladders	X					Only rolling staircases are used.
Climbing		X				Up to 1 min./time, 15 min. total while using a 2-4 step rolling staircase to access items on shelves.



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	N	S	O	F	C	
Balancing		X				Up to 5 min./time, 30 min. total while using a 2-4 step rolling staircase, and traversing loading docks where railings are not present.
Stooping / Bending				X		Up to 1 min./time, 4 hrs. total while prepping, picking, picking up, archiving, delivering and refiling records boxes.
Twisting at Neck				X		Up to 1 min./time, 3 hrs. total while scanning documents, driving vehicle, reviewing records/record boxes
Twisting at Waist				X		Up to 1 min./time, 3 hrs. total while scanning documents, driving vehicle, reviewing records/record boxes
Squatting / Kneeling			X			Up to 1 min./time, 2 hrs. total while prepping, picking, picking up, delivering and refiling records boxes. *Can alt. with bend/stoop as preferred.
Crawling	X					
Reach waist to shoulder				X		Up to 30 min./time, 4 hrs. total while manipulating file boxes, files, records, carts, pallet jack, writing, using computer mouse, driving, etc.
Reach above shoulder				X		Up to 1-5 sec./time, 5 hrs. total while prepping, picking, picking up, delivering and refiling records boxes.
Reach below waist			X			Up to 1 min./time, 2 hrs. total while prepping, picking, picking up, delivering and refiling records boxes.
Keyboarding				X		Up to 2 hrs./time, 4 hrs. total while using warehouse software, performing data entry, performing inventory, handheld scanner and email.
Wrist Flexion/Extension				X		Up to 30 min./time, 4 hrs. total while manipulating file boxes, files, records, carts, pallet jack, driving, etc.
Handle/Grasp				X		Up to 30 min./time, 4 hrs. total while manipulating file boxes, files, records, carts, pallet jack, using computer mouse, driving, etc.
Forceful Grasp				X		Up to 30 min./time, 4 hrs. total while manipulating file boxes, large files, carts, pallet jack, etc.
Fine Finger Manipulation					X	Up to 2 hrs./time, 6 hrs. total while completing computer duties, operating scanner, writing; manipulating labels, papers, records, cards, microfilm, etc.
Hand Controls					X	Up to 2 hrs./time, 6 hrs. total while completing computer duties, hand scanner, microfiche machine, document scanner, hand scanner, office machines, driving a van, etc.
Foot Controls			X			Up to 1 hr./time, 2 hrs. total while driving a van/vehicle.
Repetitive Motion				X		Body Part: Fingers, Upper extremities, lumbar      Cycles/hr: 200+
Vibratory Tasks – High	X					
Vibratory Tasks – Low		X				Carts on rough surfaces.
Talking					X	Up to 30-60 min./time, 6 hrs. total while conversing with customers, vendors, co-workers, and supervisors.



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Job Demand	Frequency and Weight (lbs.)					Activity Description
Hearing					X	Up to 30-60 min./time, 6 hrs. total while conversing with customers, vendors, co-workers, and supervisors.
Visual – Near Acuity					X	Up to 2 hrs./time, 7 hrs. total while prepping, picking, picking up, delivering and refiling records boxes; computer duties, reading labels and using hand scanner.
Visual – Far Acuity				X		Traversing within facility and driving. Reading labels on boxes.
Visual – Depth Perception				X		Traversing within facility and driving. Reading labels on boxes.
Visual – Color Discrimination					X	Color-coded cards, files, records, computer programs, etc.
Visual – Accommodation				X		Driving, identifying records, utilizing reference lists, etc.
Visual – Field of Vision		X				
Exposure to Weather			X			Delivering/receiving records from various locations.
Extreme Cold		X				Warehouse during freezing days.
Extreme Hot		X				Warehouse during hot days.
Wet and / or Humidity		X				Dehumidifier.
Proximity to Moving Mechanical Parts			X			Pallet jacks, carts, vehicles in parking lot.
Exposure to Explosives	X					
Atmospheric Conditions		X				Dust/paper dust.
Exposed Heights	X					
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 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:







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### Possible Employer Modifications:


Hydraulic cart to reduce lifting.

### Update Comments (if applicable):

**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

**Update (if applicable):**

  
kyle pletz (May 2, 2023 15:53 PDT)

May 2, 2023

Vocational Consultant

Date

Vocational Consultant

Date

**Employer Verification:** Craig McMurdo

**Employee Verification:** (optional)

  
Craig McMurdo (May 2, 2023 15:42 PDT)

May 2, 2023

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











# Records Management Specialist 4-28-23

Final Audit Report

2023-05-02

Created:	2023-05-02
By:	Kyle Pletz, VRC, CDMS (kpletz@nim.vocmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA10p87U2km9f1We6vhl4_91b7WIIQwM0D

## "Records Management Specialist 4-28-23" History

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