

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Water Quality Planner II (0271) **JOB CLASSIFICATION** Water Quality Planner II

DOT TITLE: Planner, Program Services **DOT NUMBER:** 188.167-110

DEPARTMENT: Department of Natural Resources and Parks **DIVISION:** Waste Water Treatment

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE: 13

CONTACT'S NAME & TITLE: Peggy Leonard, Supervisor-Water Quality Planner IV

CONTACT'S PHONE: (206) 684-1592; **FAX** (206) 684-2057

ADDRESS OF WORKSITE: 201 S. Jackson St., Seattle, WA, 98104-3855

VRC NAME: Michael F. Richards, M.Ed., CRC, CCM **DATE COMPLETED:** 3/3/04

VRC NAME Jeff Casem **DATE REVISED** 6/5/09

WORK HOURS: Flex Schedule: 10 hours per day, 4 days per week (Monday-Thursday/Days)

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Does not occur

JOB DESCRIPTION

The Planner II is responsible for executing planning duties and responsibilities with minimal supervision and direction. He/she is required to develop project and program elements and to evaluate the affect such proposals can have on the project and agency. Develop guidelines and procedures for King County's Environmental Management System (EMS) for biosolids. Analyze EMS elements to determine their impacts to the agency. Determine and recommend alternative courses of action. Implement and coordinate the biosolids public communication plan.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Experience: Two years of increasingly responsible relevant planning, environmental science or related experience is required. Comparable experience would be positions requiring policy analysis,

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community involvement, environmental or water quality planning research and/or transportation operations.

Education: A Bachelor's degree in Planning or closely related field or the equivalent combination of education and experience is required. A valid Washington State driver's license or alternate ability to get to meetings or field sites may be required when conducting work at varying times of the day.

Knowledge: The position requires a working knowledge of planning techniques and principles. The ability to identify and evaluate project and program elements and identify solutions or alternative measures is essential. Excellent oral and written communication skills are required to communicate technical information to non-technical individuals; ability to prepare clear, concise and grammatically correct materials is required. Knowledge of research practices and quantitative methods is required to prepare project and program elements. The ability to handle a number of tasks simultaneously is required. Familiarity with personal computer applications, uses and software for use in the analysis of data/information is highly desirable. Knowledge of assigned planning area.

Must be able to establish and maintain effective working relationships with a diverse group of people. The position requires ability to adapt to changing priorities and to work under pressure on a regular basis while meeting deadlines, goals and objectives. May require work assignments outside of regular work hours.

ESSENTIAL FUNCTIONS

1. Develop procedures and policies for King County's Environmental Management System (EMS) for biosolids.
2. Draft new guidelines and procedures for a variety of critical tasks and activities that did not previously exist.
3. Participate in the development, review and analysis of EMS elements to determine their impacts to the agency. Evaluate adequacy of King County's EMS compared to national EMS guidance and Code of Good Practice for biosolids.
4. Gather and analyze data from a variety of sources; identify operational project areas needing review/improvement and determine alternative courses of action.
5. Lead the WTD biosolids communication team, developing/modifying the communications plan and coordinating staff from TARR, Community Relations, Technical Publications, Graphics and Media Relations. Research and evaluate existing public information, documents from King County and other agencies.
6. As project team lead, develop schedules and budgets and assign work.
7. Set up and/or participate in meetings to coordinate project activities, disseminate information on new procedures and obtain feedback or establish actions needed related to project progress.
8. Participate in the development and/or review of specifications for consultant contracts for assigned areas, such as internal and external EMS audits, as required.
9. Provides staff support to consultant selection, monitor consultant performance and review invoices, products and reports.
10. Develop internal procedures and operation guidelines.

NON-ESSENTIAL FUNCTIONS

1. Drive a county vehicle to various committee meetings at other county locations.
2. Participate in field visits for the purpose of training contractors.

PERSONAL PROTECTIVE EQUIPMENT USED

When participating in or conducting field/site visits, may be advised or required to wear protective clothing such as a reflective vest; hard hat, earplugs, etc.

OTHER TOOLS & EQUIPMENT USED

The primary equipment used would be a standard computer system (CPU, monitor, keyboard and mouse) with the Microsoft Office group of applications (Word, Excel, Outlook, PowerPoint, etc.). Other equipment would be standard office/business items such as photocopier, telephone, fax machine, projector for meeting presentations, laptop computer, etc.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Occasionally - on carpeted surfaces for 2-4 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while photocopying. Would occur rarely at variable intervals while attending a meeting, waiting for transportation, etc. Activity not required as such for performance of duties and could normally be interrupted with moving or walking about.

Walking

Health Care Provider initials if restricted _____

Occasionally on carpeted, tile, linoleum or flat cement surfaces for 3-5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while walking throughout the building and division office areas for meetings or consultations with coworkers. May occur while going to the basement to obtain a vehicle. On a rare occasion may walk to other buildings for a meeting or some limited walking, possibly on unpaved or uneven surfaces, when on a field or site visit.

Sitting

Health Care Provider initials if restricted _____

Continuously on an ergonomically designed office chair for up to 1 hour at a time for up to 8-9 hours in a work shift. Most commonly occurs while sitting at the assigned workstation working at a computer,

reading or reviewing published materials or writing/taking notes. Sitting would also occur at meetings or when coordinating activities and information with others.

Climbing stairs

Health Care Provider initials if restricted _____

Rarely for 1 minute at a time while climbing 1 flight for up to 2 or 3 maximum total in a work shift. Most commonly occurs while rarely accessing an upper floor in a building without an elevator. Most typically would climb a flight of stairs voluntarily for exercise and change of pace from prolonged sitting.

Bending neck up

Health Care Provider initials if restricted _____

Rarely for less than 1 minute at a time in any given work shift. Most commonly occurs while sitting and looking up toward modular "flip" shelves (attached to cubicle partition) containing resource and reference material.

Bending neck down

Health Care Provider initials if restricted _____

Continuously to frequently for 1 hour at a time for up to 8-9 total hours in a work shift. Most commonly occurs while sitting at the desk using the keyboard, writing or reading through documents, reference material, etc.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on flat carpeted surfaces for up to 30 seconds at a time or 15-20 minutes total in a work shift. Most commonly occurs while accessing lower file drawers, reference materials on a low shelf or materials in boxes stored at floor height.

Kneeling

Health Care Provider initials if restricted _____

Occasionally on carpeted or linoleum surfaces for 2 minutes at a time or 5 minutes total in a work shift. Most commonly occurs while going through boxes of documents and materials which would be on the floor.

Squatting

Health Care Provider initials if restricted _____

Rarely on carpeted or linoleum surfaces for 30 seconds at a time for up to 1-2 minutes total in a work shift. Most commonly occurs while accessing documents and materials stored at low heights.

Crawling

Health Care Provider initials if restricted _____

Rarely on carpeted surface for 30 seconds at a time for up to 1-2 minutes total in a work shift. Most commonly occurs while retrieving or accessing items under the desk. (not a required activity)

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally while driving a county vehicle for 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs while driving to or from an off-site meeting, at a frequency of 1-4 times a month. Field trips out of the metropolitan area may occur from 1-4 times per year and may involve driving up to 4 hours at a time. Such driving would often be optional, as other eligible drivers would accompany the worker on such trips.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 3-5 minutes total in a work shift. Most commonly

occurs while accessing cubicle shelves at a desk or raising the shelf cover/door. Bottom of shelves are about level with shoulder height.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequent to continuous for 2-10 minutes at a time for up to 6 or 7 hours in a total work shift. Most commonly occurs from a sitting position while using the computer keyboard, mouse or when writing or manipulating documents and materials. Reaching also occurs while handling the telephone, photocopying, handling desk items, etc. Note: The primary required activity is using a computer to produce documents. There would typically be considerable individual differences or preferences regarding the amount of time the arms would be extended away from the body at one time without taking breaks. Individual preferences with positioning of equipment would also affect reaching.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for 30 seconds at a time or 8-10 minutes total in a work shift. Most commonly occurs while handling materials or documents at a lower desk level while sitting or at desk or table height while standing.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for 30 seconds at a time or 7-8 minutes total in a work shift while manipulating files and documents that may be in lower file drawers or boxes. Activity would most often occur from a sitting position.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for a few seconds at a time up to less than 10 minutes total in a work shift. Most commonly occurs with weights of 1-5 lbs. at between knee and below shoulder height. Activity would occur while handling manuals, papers or binders; handling a laptop or projector; moving items from a shelf to a desk or tabletop

Carrying 1-10- pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 4 blocks for up to 5-10 minutes at a time for 30-40 minutes total in a work shift. Most commonly occurs with weights of 1-5 lbs. while carrying documents or materials between buildings, to the parking garage or within/throughout the department offices

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for 5-10 seconds at a time for up to 1-2 minutes total in a work shift. Most commonly occurs with weights of 11-15 lbs. at above knee to waist height while manipulating reference or presentation materials such as projector, laptop, handouts for distribution, etc.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for distances of only a few feet for less than 30 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 11-15 lbs. while taking presentation materials/equipment down to the parking garage or from table to table. Note: carrying such items for any significant distance would usually be discretionary, as wheeled carts are available.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for distances of up to 200 feet, with a force of 10 lbs. for 5-10 minutes at a time or 15 minutes total in a work shift while opening and closing file drawers or transporting materials/equipment throughout department offices, typically on a smooth and flat surface.

Handling

Health Care Provider initials if restricted _____

Continuously but intermittently while operating the computer mouse for several seconds at a time accumulatively for 1-2 hours total in a work shift. Also handles a wide range of office materials, equipment, supplies including telephone, stapler, tape dispenser, hole punchers, paperclips, photocopy/fax equipment, etc. At short and variable intervals would repeatedly handle paper products, publications, binders and reference materials.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously – normally at short cycle and variable intervals for up to 1 minute at a time or 1-1½ hour total in a work day while operating a computer mouse.

Fingering

Health Care Provider initials if restricted _____

Continuously for 1 hour at a time for up to 6-7 hours total in a work shift while keyboarding, writing, taking notes or finely manipulating sheets of paper and small items like paperclips, stickpins, etc.

Talking

Health Care Provider initials if restricted _____

Continuously as can occur or be required for a duration of over ½ (5+ hours) at a time for up to 6 or 7 total hours in a work shift while discussing and/or reviewing work related issues, while presenting at a meeting and when engaging in conversation over the telephone. Note: This “continuous” level of talking would not necessarily occur every day. On many days, the degree of talking would be more consistent with “frequent” or “occasional” depending on the nature of the work activity and type or level of communication required.

Hearing

Health Care Provider initials if restricted _____

Continuously as can occur or be required for a duration of over ½ (5+ hours) at a time for up to 6 or 7 total hours in a work shift while engaging in conversation, attending meetings and/or discussing work-related issues and topics.

Seeing

Health Care Provider initials if restricted _____

Continuously for 2.5 hours at a time for up to 8-10 hours total in a work shift while engaging in most any of the required work activities. This position requires an extensive amount of near acuity while working on the computer, reading and reviewing publications, materials and proposals or while writing or taking notes. Far acuity would be required for observation of presentations at meetings or while driving a county vehicle.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Rarely for 5-10 minutes at a time or 30 minutes total in a work shift while touring or visiting the treatment plant or when conducting a field or site visit and exposed to the proximity of heavy equipment.

ENVIRONMENTAL FACTORS

Work is performed in an office setting over 95% of the time. On occasion while conducting a field or site visit, duties may be performed outdoors.

The noise level is

HCP Initials if Restricted

Approximately 40 decibels on a typical workday. The noise is caused by office conversation, printers, photocopy machine, telephones ringing and employees moving about. On a rare occasion, may be exposed to higher levels of noise such as when around heavy equipment in operation. On such occasions, earplugs are advisable and available for use.

Work environment may include the following exposure:

HCP Initials if Restricted

Outside weather - Rare

POTENTIAL MODIFICATIONS TO JOB

- As required, speech or voice recognition software could be implemented to avoid or replace most keyboard usage.
- A foot-operated mouse may be feasible to reduce upper extremity handling and reaching.
- A telephone headset or speakerphone may eliminate or reduce some degree of reaching and handling a telephone (but such a headset may not be interchangeable with that used for voice recognition computer operation).
- Workstation cubicle could feasibly be modified to reduce and/or eliminate lower and upper ranges of lifting, reaching and handling, or difficult access to materials and supplies.

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SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

Temporary until _____ Permanent as of _____

The employee is released to perform the described job with the following modifications:

Temporary until _____ Permanent as of _____

The employee is not released to perform the described duties due to the following job functions:

Temporary until _____ Permanent effective _____

The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date