



Bock Consulting

Job Analysis

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|------------------|---|------------------|------------------|
| | Senior Administrative Assistant – Central | | |
| Job Title | Procurement Office | Worker | _____ |
| DOT Number | 169.167-010 | Claim Number | _____ |
| Employer | Port of Seattle | Employer Phone # | (206) 787-3000 |
| Employer Contact | Suzanne Brown, Procurement Manager | Date of Analysis | October 21, 2011 |

Job of Injury
 Previous Job
 New Job
 37.5 Hours Per Week
 5 Days Per Week

Job Description, Essential Functions, Tasks and Skills:



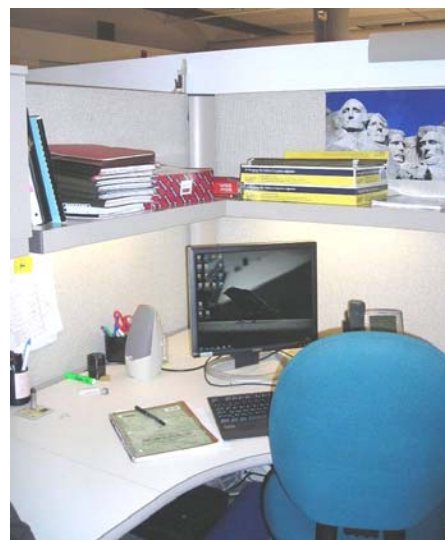
The Port of Seattle is a municipal corporation created on September 5, 1911 by the voters of King County. The Port of Seattle is divided into operating divisions, plus other departments that support the divisions and the broad mission of the Port: 1) Aviation Division, 2) Capital Development Division, 3) Real Estate Division, and 4) Seaport

Division.

This job analysis was developed specifically for the position of Senior Administrative Assistant in the Central Procurement Office. This position works in the office building located at Pier 69.

Essential Functions:

The Senior Administrative Assistant in the Central Procurement Office provides administrative and clerical assistance to Buyers, Assistant Buyers and Contract Administrators in the Purchase and Service Agreement Sections of the Central Procurement Office. In addition, the Senior Administrative Assistant provides direct and general administrative support to the Procurement Office Director, and other Procurement Office personnel, outside of the immediate work team.



The Senior Administrative Assistant supporting the Central Procurement Office has a broad range of responsibilities. Tasks completed generally depend on the availability of the worker and the workloads of the personnel the position supports.



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Tasks Assigned to the Senior Administrative Assistant:

- Research, compile information, prepare, and process documents.
- Assist in the development and preparation of the department budget.
- Establish and maintain files, logs, indexes, database systems, and record keeping systems, including archiving historical files according to Port procedures. This includes entering and managing data/information in appropriate databases/log systems to track procurement waivers, protests, change orders, Commission Notifications, lists of firms and sub-consultants submitting proposals, and other data to ensure the databases are up-to-date.
- Post documents and updates to the Port's internet and intranet sites, including SharePoint, to manage data/information for Service Agreements and Purchasing documents.
- Make recommendations related to the appearance and design of the Port's website.
- Coordinate meetings with potentially large attendee lists, which may include internal and external attendees. Follow-up with required attendees can attend, and rearrange meetings as necessary.
- Maintain and troubleshoot small equipment and systems issues within the Central Procurement Department. Ensure printers and copies have paper and are operable. May also process IT services requests (however, these requests are generally addressed by the ICT Department).
- Submit orders of smaller items, such as cellular phones, on behalf of the Central Procurement Department staff.
- On rare occasions, the Senior Administrative Assistant may post classes on LMS and manage class attendance, manage and order department supplies, coordinate travel and prepare travel-related documents through the Travel Program, process invoices, submit advertisements to local newspapers, prepare expense reimbursements, distribute phone bills, and follow-up with individuals as necessary.



Skills, Traits, Knowledge and Abilities Required of the Senior Administrative Assistant:

- Knowledge of business concepts related to purchasing and contracts.
- Knowledge of basic accounting principles.
- Strong research and analytical skills, including knowledge and ability to research financial



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information.

- Advanced knowledge of computer applications, including Word, Excel, PowerPoint, Access, and Outlook, SharePoint, and PeopleSoft. Ability to reformat documents, and create presentation materials and correspondence.
- Excellent written and verbal communication skills. Knowledge of proper English, grammar, and spelling, with the ability to produce written documents with clearly organized thoughts, using proper sentence construction, punctuation and grammar.
- Good interpersonal skills and ability to work cooperatively and effectively with other employees, internal customers, clients, and the public using a telephone or computer, or in a one-on-one or group setting. Ability to tactfully and diplomatically interact with government agencies, officials, customers, and vendors to seek out and exchange information.
- Strong skills in prioritizing workload, and organizational/time management skills.
- Strong attention to detail and a high degree of accuracy.
- Strong clerical and filing skills. Ability to organize and maintain accurate up-to date documentation and records.
- Must be a self-starter, and have the ability to work independently with minimal supervision.
- Ability to analyze, make appropriate decisions, problem solve, and display good judgment to ensure accurate financial data and contract status.
- Ability to operate and troubleshoot general office equipment; i.e. copiers, printers, fax machine.
- Ability to manage multiple simultaneous demands with changing priorities on tight time lines. Ability to handle stressful situations and utilize appropriate communications tools to mitigate stress and/or conflicting demands.
- Ability to work with a diverse group of people in a demanding environment.
- Ability to perform mathematical calculations.
- Ability to maintain confidentiality on sensitive matters.





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Machinery, Tools, Equipment, Personal Protective Equipment:

A Senior Administrative Assistant used a variety of items to complete assigned tasks.

- Windows-based desktop computer, keyboard, and mouse. Various software applications (Microsoft Office applications, SharePoint, PeopleSoft, Internet Explorer, and other software). Computer docking system.
- Copy machine, computer printer, scanner, fax machine, and calculator.
- Multi-line telephone. Headphone for telephone. Cellular phone.
- General office supplies, including binders, file folders, pens and pencils, boxes, books, notepads, stapler, and document organizers.
- General office equipment, such as desks, chairs, file cabinets, shelves, and other items.
- Vehicles. On rare occasions, the worker may use a Port of Seattle vehicle to attend an off-site training.
- Hand/wheeled cart.
- Stepstool.

Supplies are stored in a cabinet or on shelves, and reams of paper are generally stored in boxes on the floor near the printers/fax/scanners.



Education / Training

- Minimum qualifications: Four (4) years of progressively responsible administrative experience working in an office environment familiar with creating and filing contract documents. An Associate's Degree or 2 years of college and 2 years experience in an office environment can be substituted for the 4 years of work experience. Proficient computer skills in Word, Excel, Outlook, and other software applications.
- Preferred qualifications: Working in a supporting role in procurement, purchasing, or accounting. Bachelors Degree. Experience with PeopleSoft.

Per the Dictionary of Occupational Titles (DOT): 169.167-010 Administrative Assistant

Specific Vocational Preparation: 7 (Skilled - From two to four years)



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COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

| Frequency Definitions: | |
|--|---|
| Continuously = Occurs 66-100% of the time. | Occasionally = Occurs 1-33% of the time |
| Frequently = Occurs 33-66% of the time. | Rarely = May occur less than 1% of the time. |
| Never = Does not ever occur. | |
| Comprehension | |
| Articulating and comprehending information in conversations. | Continuously |
| Reading, comprehending, and using written materials. | Continuously |
| Understanding and solving problems involving math and using the results. | Occasionally |
| Using technology/instruments/tools & information systems. | Continuously |
| Working with two and three dimensional formats. | Rarely |
| Remembering | |
| Remembering spoken instructions. | Continuously |
| Remembering written instructions. | Frequently |
| Remembering visual information. | Continuously |
| Recalling information incidental to task at hand. | Continuously |
| Memorizing facts or sequences. | Occasionally |
| Remembering simple instructions. | Continuously |
| Remembering detailed instructions. | Continuously |
| Learning & Processing | |
| Effectively learning and mastering information from classroom training. | Occasionally |
| Effectively learning and mastering information from on-the-job training. | Continuously |
| Learning from past directions, observations, and/or mistakes. | Continuously |
| Using common sense in routine decision making. | Continuously |
| Recognizing and anticipating potential hazards and taking precautions. | Rarely |
| Thinking critically and making sound decisions. | Frequently |
| Integrating ideas and data for complex decisions. | Continuously |
| Determining and following precise sequences. | Occasionally |
| Coordinating and compiling data and information. | Continuously |
| Analyzing, synthesizing data and information. | Continuously |



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| Tasking and Planning | |
|--|--------------|
| Performing repetitive or short-cycle work. | Occasionally |
| Working under specific instructions. | Continuously |
| Completing complex tasks. | Frequently |
| Directing, controlling, or planning for others as necessary for basic tasks. | Occasionally |
| Directing, controlling, or planning for others as necessary for complex tasks. | Rarely |
| Multi-tasking. | Continuously |
| Planning, prioritizing, and structuring daily activities. | Continuously |
| Use Appropriate Behavior for Professional Work Environment | |
| Receiving criticism and accepting limits appropriately. | Occasionally |
| Maintaining emotional control and organization under increased stress. | Continuously |
| Maintaining socially appropriate affect, temperament, and behavior. | Continuously |
| Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome. | Continuously |
| Working independently and/or unsupervised. | Continuously |
| Adapting to frequent interruptions, changes in priorities, or changes in work location. | Continuously |
| Responding effectively to emergency situations. | Rarely |

| Frequency Designations: Required Beneficial Not Necessary | |
|---|---------------|
| Maintaining Attendance and An Assigned Work Schedule | |
| Maintaining predictable and reliable attendance each work shift. | Beneficial |
| Being punctual. | Beneficial |
| Taking rest periods at set times or only at times determined by breaks in job responsibilities. | Not Necessary |
| Adjusting to a flexible schedule of work days and or shifts. | Not Necessary |



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PHYSICAL DEMANDS

N/A: Not Applicable
S: Seldom (1-10% of the time)
O: Occasional (10-30% of the time)
F: Frequent (30%-70% of the time)
C: Constant (Over 70% of the time)
WNL: Within Normal Limits (talking, hearing, etc.)
STRENGTH: Sedentary Light Medium Heavy Very Heavy

| | Frequency | Comments |
|----------------------------|-----------|--|
| Sitting | F | While working on a computer, talking on the phone, and processing or creating documents. Participating in meetings. On rare occasions, while driving a vehicle to attend off-site training |
| Standing | O | Interchanged with Walking. While gathering/storing items not reachable while seated, making photocopies, picking up print-outs, sending faxes, processing mail, and talking with supervisors and others. Troubleshooting department equipment. Preparing documents for on-site or off-site storage. |
| Walking | O | Interchanged with Standing. Primarily while walking in the immediate office area, or adjacent office areas. Worker may walk to printer/fax/copier, to talk to supervisors and others, to gather files and supplies, or deliver/obtain items from other departments or storage areas. |
| Lifting (up to 10 pounds) | F | Lifting documents, files, folders, books, and binders, telephone receiver, cellular telephone, laptop computer (approx. 8 pounds), office supplies, and a single ream of copy paper (5 pounds). |
| Lifting (10 to 35 pounds) | S | Lifting/storing/retrieving larger sets of documents in the immediate work and storage areas. Potentially when lifting more than 2 reams of copy paper, or lifting boxes of files/items gathered for on-site or off-site storage. NOTE: An off-site storage company is used to store boxes of archived records. In general, a box sent to off-site storage weighs between 20 to 35 pounds. Boxes of copy paper can weigh up to 50 pounds; however, boxes of paper are delivered to the work area, and can be opened and reams of paper (weighing 5 pounds each) can be lifted individually. Hand/wheeled carts are also available, as well as assistance from co-workers. |
| Carrying (up to 10 pounds) | F | Carrying documents, files, folders, books and binders, cellular telephone, laptop computer (approx. 8 pounds), office supplies, and a single ream of copy paper (5 pounds). |
| Carrying (10 to 30 pounds) | S | Carrying larger stacks of documents, files, folders, and binders. Potentially when carrying more than 2 reams of copy paper, or carrying/gathering boxes of files/items for on-site and off-site storage. NOTE: An off-site storage company is used to store boxes of archived records. In general, a box sent to off-site storage weighs between 20 to 35 pounds. Boxes of copy paper can weigh up to 50 pounds; however, boxes of paper are delivered to the work area, and can be opened and reams of paper (weighing 5 pounds each) can be carried individually. Hand/wheeled carts are also available, as well as assistance from co-workers. |



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| Pushing/Pulling (up to 15 pounds of force) | O | Opening file drawers (approx. 5-10 lbs. of force), opening covers on covered shelves, opening cabinets, gathering supplies, gathering boxes from or placing boxes on shelves. Pushing/pulling wheeled carts. |
| Climbing Stairs | S | Elevators and stairs are available to reach the work areas. A stepstool may be used to reach items stored on shelves located at or above shoulder height. |
| Bending at Waist | O | While gathering items on desk, or gathering/storing items or supplies in storage areas at or below waist level. Organizing documents into boxes. |
| Bending Neck | C | Working on computer, reviewing/storing documents, processing files and paperwork, talking on phone, participating in meetings, talking to co-workers, making copies, sending faxes, and gathering supplies. |
| Crouching/Kneeling | S | Limited. Potentially while gathering supplies/other items stored in areas located below waist level such as in lower file drawers and at floor level. |
| Driving | S | Limited. Rarely may drive to off-site training. |
| Foot Controls | S | Limited. Rarely may drive to off-site training. |
| Twisting at Waist | S | Reaching for and storing items located on desk, desk drawers, in file cabinets, or on shelves, and talking with co-workers. Worker can minimize twisting by moving feet or rotating chair while working. |
| Stooping | N/A | |
| Reaching (up to shoulder level) | O | Dialing phone, gathering items on desk, and gathering/storing folders, files, supplies, books, documents, and binders at or below shoulder level. Inserting documents into copier or scanner. Primary file cabinets are 5-drawer file cabinets that are approximately 60" tall. |
| Reaching (over shoulder level) | S | Retrieving /storing items, supplies, folders, files, books, documents, and binders while seated at desk, or where shelves/ other storage areas are above shoulder height. Hanging up coat on coat rack. |
| Repetitive Motion | S | Potentially entering large amounts of data into computer system, or if sorting/processing large volume of documents. Generally, the variety of tasks assigned limit the amount of repetitive motion. |
| Handling/Grasping | C | 50 % Pinch Grasp 50 % Whole Hand Grasp |
| Fine Finger Manipulation | F | Writing, using computer mouse, processing paperwork, using office equipment, and dialing telephones. |
| Keyboarding | F | Entering data into computer, preparing emails, letters, budget, and other documents and reports. |
| Talking | F | Communicating with supervisors, co-workers, and other internal and external customers/stakeholders. |
| Hearing | F | Communicating with supervisors, co-workers, and other internal and external customers/stakeholders. |
| Seeing | C | Would be considered important in this position. |



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Claimant:
Claim #:

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| Writing | O | Taking notes while on the phone, or while talking when communicating with supervisors or other individuals or in training sessions. |
| Expected Environmental Conditions | C | Work is performed inside a temperature controlled office environment. Worker may attend meetings or off-site trainings, which may expose the worker to outside weather conditions. |
| Normal Job Site Hazards | C | Limited – work is performed in an office environment. |

The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. 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 when reporting physical demand frequencies.

Analysis was done on the job site? Yes No

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| Job Analysis Reviewed By: | Suzanne Brown, Port of Seattle Procurement Services Manager, and Tim Jayne, Port of Seattle Senior Manager. |
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Completed by Vocational Provider Kelly Schuelke, B.S., CDMS

Date October 21, 2011 Signature of Vocational Provider 



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FOR PHYSICIAN'S/EVALUATOR'S USE ONLY

- The injured worker can perform the physical activities described in the job analysis and can return to work on _____
- The injured worker can perform the physical activities described in the job analysis on a part-time basis for _____ hours per day. The worker can be expected to progress to regular duties in _____ weeks/months.
- The injured worker can perform the described job, but only with the modifications/restrictions in the attached report and/or listed below. These modifications/restrictions are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent
- The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent

COMMENTS:

Date _____ Physician's/Evaluator's Signature _____
 Physician's/Evaluator's Name Printed _____

PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:

Port of Seattle Employee Health & Safety Department at (206) 787-3406