



Bock Consulting

Job Analysis

Job Title	Police Specialist (Administrative Support Functions)	Worker	
DOT Numbers	215.382-014; 216.482-010; 219.362-010; 237.367-038	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-3000
Employer Contact	Sgt. Jim Tuttle	Date of Analysis	4/15/2010; 4/19/2019

- Job of Injury
 Transferable Skills Job
 New Job
 40 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) Maritime Division, and 3) Economic Development Division.



The Port of Seattle Police Department provides the primary law enforcement response within the geographical boundaries of the Port of Seattle, including Seattle-Tacoma International Airport, and a portion of the surrounding residential and commercial properties. Port Police also patrol major portions of the Seattle waterfront and Elliott Bay.

Police Specialists perform administrative support functions within the Police Department. This job analysis summarizes the functions performed and the physical demands encountered by the Police Specialists.

Areas Supported

Police Specialists support a number of areas within the Police Department. These areas include:

- 1) Visitor Reception.
- 2) Payroll, Accounts Payable/Receivable, and Purchasing.
- 3) Department Accreditation.
- 4) Personnel Scheduling.
- 5) Records/Public Disclosure.
- 6) Patrol.
- 7) Criminal Investigation, Training, Office of





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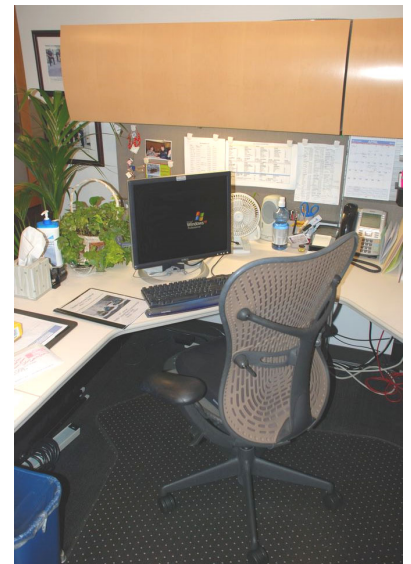
- Professional Responsibility, and Fleet and Supply.
- 8) Budget Maintenance.
 - 9) Maintenance of Personnel Records.
 - 10) Crime Analysis.

Although the specific tasks and responsibilities assigned to each of the Police Specialists may differ based on the area to which the Specialist is assigned, the physical demands encountered by the Police Specialists are similar across the various functional areas. In addition, Specialists may be asked to help other Specialists across functional areas, which would further blend the physical requirements of the Police Specialist positions.



General Tasks Performed Across Functional Areas:

- Perform general administrative and clerical duties, including typing, correcting, and or composing letters, memos, reports, completing forms (some of which may contain confidential information), greeting visitors, and answering non-emergency telephone calls.
- Place phone calls to announce visitors, gather information, conduct interviews, schedule meetings, arrange travel schedules, place orders, and complete other assigned tasks as requested.
- Organize, maintain, and manage files. Prepare files for archiving. Purge old/unnecessary files.
- Scan documents for record keeping.
- Enter data into various computer systems.
- Run reports for documentation purposes.
- Conduct research.
- Contact officers and other individuals to request/gather information and or documentation.
- Sort and or distribute mail and other documents and materials. Prepare items for mailing.
- Coordinate logistics for meetings, including arranging schedules, creating agendas, and reserving meeting/conference rooms.
- Participate in meetings. Take notes at meetings.
- May perform pick-up or delivery tasks.
- Other tasks as assigned.



Skills and Abilities:

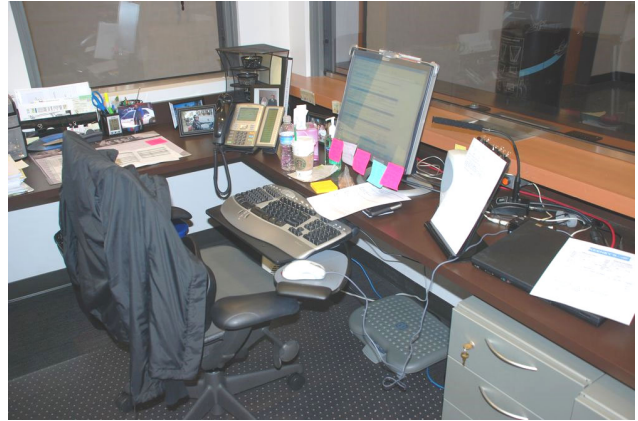
- Must have excellent teamwork, customer service, and communication skills.
- Must be willing to accept new projects and assignments, and be flexible to change work priorities as



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needed.

- Must be a self-starter, with the ability to work independently, as well as within a team environment.
- Must be able to quickly analyze situations and solve problems.
- Must be able to periodically cope with stressful situations.
- Must be able to maintain high levels of confidentiality related to police matters.
- Must have the ability to communicate and work with diverse groups.
- Must be able to maintain confidentiality relating to sensitive issues.
- Must have experience with computers and applicable software.
 - Experience with general software applications, such as Word, Excel, PowerPoint, Publisher, Visio, Photo Shop, and In-Design.
 - The Police Specialist positions also require specific knowledge of (and in some cases administration of) applicable software: Port Expense, MIS, P-Card System (Reception); PeopleSoft (Payroll and Accounting); LERMS & Aegis Mobile, Security Desk (video), SECTOR, King County Ingress, Info-cop, JIS-SCOMIS, LinX (Records and Criminal Investigations); TeleStaff (Scheduling and Payroll); CALEA, WASPC, CASE, TAME, LEXIPOL (Accreditation); LMS (Training); IA_PRO (Investigations); Access/NCIC (Dispatch); Jolly ID (Patrol).



Machinery, Tools, Equipment, Personal Protective Equipment:

- Windows-based computers, computer printers and other computer accessories, and various software applications.
- Multi-line telephone.
- General office supplies, including binders, file folders, pens and pencils, boxes, staplers, and document organizers.
- General office equipment, such as desks, chairs, file cabinets and drawers, copy machines, facsimile machines, desk lamps, fans, and other items.
 - Workstation desks are generally 30 inches high.
 - Shelf units may have shelves from floor to 66 inches from the floor.
 - Supplies may be stored in cabinets or on shelves from floor to overhead levels.





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Education / Training:

- Must be a high school graduate (or have obtained a GED).
- Must be a citizen of the United States.
- Must have experience with computers and software applications. A typing speed of approximately 45 words per minute is preferred; however, accuracy is the highest priority.
- Prefer individual with two years of general office clerk/administrative support experience.

The Port also provides annual in-service training for the Police Department employees, which includes CPR certification, and bloodborne pathogen training.

Per the Dictionary of Occupational Titles (DOT):

215.382-014 Payroll Clerk Specific Vocational Preparation (SVP): 4 (Three to six months)

216.482-010 Accounting Clerk SVP: 5 (Three to six months)

219.362-010 Administrative Clerk SVP: 4 (Three to six months)

237.367-038 Receptionist SVP: 4 (Three to six months)



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COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

The psychological and cognitive demands of this position may vary depending on different factors, including the stress levels of co-workers, and the knowledge of situations/circumstances encountered by Police Officers in the line of duty.

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.	Frequently
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.	Continuously
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.	Rarely
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)

STRENGTH: Sedentary Light

F: Frequent (30%-70% of the time)

C: Constant (Over 70% of the time)

WNL: Within Normal Limits (talking, hearing, etc.)

Medium Heavy Very Heavy

Frequency

Comments

Sitting	F	Working on a computer, talking on the phone, and processing paperwork.
Standing	F	Gathering items not reachable while seated, making copies, sending faxes, placing mail and other documents in the office mailboxes, talking with supervisors and other co-workers.
Walking	O	Primarily while walking in the immediate work area, or within the general office space. It is possible that the worker may be asked to walk across the airport to the main Sea-Tac offices to deliver items. It is also a relatively long walk to the employee parking area.
Lifting (up to 10 pounds)	F	Lifting documents (individual documents and packets of documents), lifting binders containing hard copy documents, files, telephone receiver, and reams of lifting copy paper.
Lifting (10 to 25 pounds)	S	Lifting multiple reams of copy paper (2 reams is 10 pounds), lifting boxes of documents or files to be archived. Potentially lifting boxes of books or supplies for training. NOTE: Boxes of copy paper and 5-gallon bottles of water can weigh up to 50 lbs., however if the worker does not feel capable of lifting these, the individual does not have to lift them.
Carrying (up to 10 pounds)	F	Carrying individual and packets of hard copy documents, carrying reams of paper to copy machine or facsimile machine.
Carrying (10 to 25 pounds)	S	Carrying multiple reams of paper and other supplies, and carrying boxes of files or other documents.
Pushing/Pulling	O	Opening file cabinet and copier drawers, pulling items from shelves or placing items on shelves, and opening doors.
Climbing Stairs/Ladders	S	Elevators and stairs are generally available. May encounter stairs if participating in off-site training.
Bending at Waist	O	Gathering items from or placing items in desk or file drawers, reaching for items on desk, gathering supplies or other items at or below waist level, and gathering documents from copy machine or computer printers.
Bending Neck	C	Typing on a computer, talking on the phone, maintaining files, making copies, sending faxes, gathering supplies, and talking with co-workers.
Twisting at Waist	O	Reaching for items on desk, moving between computer work and paper work, sorting and organizing hard copy documents, gathering or organizing files, and talking with co-workers.
Crouching/Kneeling	S	
Stooping	S	



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Reaching	F	Picking up items on the desk, pulling files and other items from desk or file drawers, sorting and organizing hard copy documents, gathering or organizing files, gathering supplies, and dialing the phone.
Driving	S	Potentially to pick up or deliver items as requested by officers. May also include travel to off-site training.
Repetitive Motion	S	Limited. Potentially while building binders, or emptying old/unnecessary files.
Handling/Grasping	C	50 % Pinch Grasp 50 % Whole Hand Grasp
Fine Finger Manipulation	O	Processing paperwork, writing, using office equipment, using keys to open locked file cabinets and doors, and dialing telephone. Excludes keyboarding.
Keyboarding	F	Entering and accessing data, creating and responding to emails, and preparing reports.
Talking	F	Communicating with guests, supervisors and other co-workers.
Hearing	F	Communicating with guests, supervisors and other co-workers.
Seeing	C	
Writing	O-F	Taking notes and writing telephone messages.
Normal Job Site Hazards	C	Generally limited – office environment. Police Officers do carry firearms.
Expected Environmental Conditions	C	Work in primarily performed in a temperature controlled office environment. May encounter outside weather conditions if picking up or delivering items, or participating in off-site training.

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

Completed by Vocational Provider Brice York, B.A., CDMS

Date April 19, 2019 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