



Bock Consulting

Job Analysis

Job Title	Security Access Specialist (SAS) – Light Duty	Worker	
DOT Number	372.667-034	Claim Number	
Employer	Port of Seattle	Employer Phone	(206) 787-3000
Employer Contact	Laura Tolen	Date of Analysis	September 12, 2023

Light Duty, Temporary Job New Job 8 Hours Per Day 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 organizations that support the mission of the Port: 1) Aviation Division, 2) Maritime Division, 3) Economic Development Division, and 4) Central Services/Corporate.

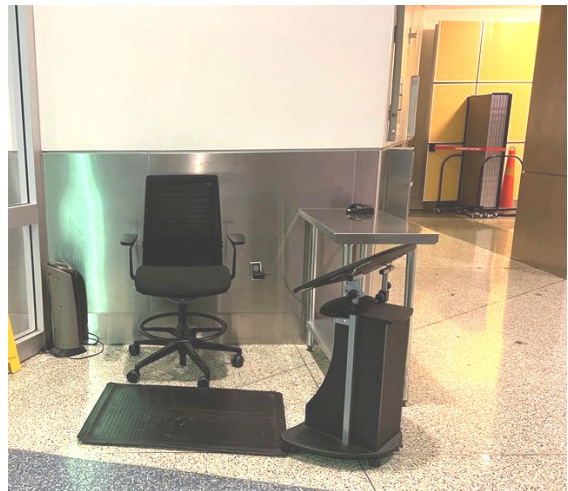
Security Access Specialists (“SASs”) work at Seattle-Tacoma International Airport (“Sea-Tac Airport”) performing a wide variety of security-related tasks. In general, SASs enforce access restrictions and prevent unauthorized persons from gaining access to the restricted/secure areas of the airport. In the event of a security breach, SASs are trained not to physically detain/restrain individuals, or pursue individuals. SASs are trained to gather information and contact with the appropriate authorities.

This job analysis represents a SAS-Light Duty deployment available to SASs with temporary work restrictions. Work is performed during mid-shift (8:00 p.m. to 4:00 a.m. (2000 to 0400)). An 8-hour shift includes a one hour meal period determined by the scheduling team/Supervisor on shift.

Note: A stool and anti-fatigue mat will be provided at each work location to allow sitting and standing as needed.

Assigned Tasks

- Attend daily meetings to discuss shift responsibilities and operational updates.
- South Exit: Monitor the passenger exit from the restricted/secure area of the main terminal building to unsecure area of the terminal to ensure individuals do not gain access to the restricted/secure area through the exit. Observe and report any issues identified.
- TSA Checkpoint 4: Monitor the checkpoint after it has closed to the public to ensure individuals do not gain





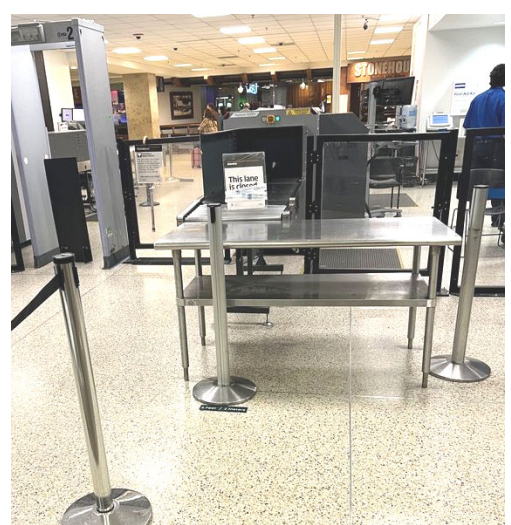
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access to the restricted/secure area of the main terminal building through the closed checkpoint. Observe and report any issues identified.

- Similar monitoring tasks may also be performed at other locations based on personnel availability.

Skills and Abilities:

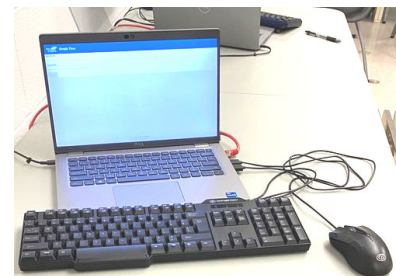
- Knowledge of security policies and procedures, restricted area entry procedures, layout of the airport, and applicable FAA and TSA regulations.
- Strong customer relations and interpersonal skills.
- Good communication skills.
- Ability to enter data into mobile/smart device-based application to log tasks, events, and incidents. Basic Windows computer skills.
- Ability to use proper radio procedures.
- Ability to take direction and follow directions, policies and procedures closely.
- Ability to work independently at remote locations without immediate supervision, but also within a team environment.



Machinery, Tools, Equipment, Personal Protective Equipment:

- Mobile/smart devices. Two-way radios. Windows-based computers.
- Stool.
- Anti-fatigue mats.

SASs wear uniforms provided by the employer.



Education / Training:

Workers must be employed as a SAS to work in the SAS-Light Duty position. Skills assigned in the SAS-Light Duty position would be learned while working as a SAS.

Per the Dictionary of Occupational Titles (DOT):

372.667-034 Guard, Security Specific Vocational Preparation (SVP) 3 (from 30 days to three months).



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PHYSICAL DEMANDS

NOTE: Due to the light-duty, temporary nature of the SAS-Light Duty position, there is considerable flexibility to modify the physical demands of the position to accommodate specific limitations. If needed, please outline recommended work restrictions on the final page of this document.

N/A: Not Applicable
S: Seldom (1-10% of the time)
O: Occasional (10-30% of the time)
STRENGTH: Sedentary Light Medium Heavy Very Heavy
Frequency **Comments**

Sitting	S-C	All tasks can be performed sitting, standing, or a combination of sitting/standing. A stool is available at the work site at all times. All work areas are wheelchair accessible.			
Standing	S-C	All tasks can be performed sitting, standing, or a combination of sitting/standing. An anti-fatigue mat is available at the work site at all times. All work areas are wheelchair accessible.			
Walking	N/A-S	Up to 5 minute walk to travel between work locations. Notes: Crutches can be used while working. A mobility scooter can be made available for use. All work areas are wheelchair accessible.			
Lifting (up to 1 pound)	S	Mobile device, 2-way radio.			
Carrying (up to 1 pound)	S	Mobile device, 2-way radio.			
Pushing/Pulling	N/A-S	Potentially if moving anti-fatigue mat or stool.			
Climbing Stairs	N/A	Elevators are available.			
Bending Neck	O	Performing monitoring tasks.			
Twisting Neck	O	Performing monitoring tasks.			
Bending at Waist	S	Getting on/off stool.			
Twisting at Waist	N/A-S	Note: Twisting can be mitigated by worker moving feet while working, or turning stool seat while sitting.			
Crouching/Squatting	N/A-S	Potentially if moving anti-fatigue mat.			
Reaching - Below waist	N/A-S	Potentially if moving anti-fatigue mat or stool.			
Reaching - Waist to shoulder	N/A-S	Pointing/motioning to individuals.			
Reaching - Above shoulder	N/A				
Handling/Grasping	S	50	% Pinch Grasp	50	% Whole Hand Grasp
Fine Finger Manipulation	S	Entering data on mobile device.			
Keyboarding	S	Limited. At the beginning and end of a shift to clock in and out.			
Writing	N/A				
Talking	O	Communicating with co-workers, supervisors, other Port employees, tenant employees, vendors, and the public.			



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Hearing	C	Communicating with co-workers, supervisors, other Port employees, tenant employees, vendors, and the public. Listening for telephone calls, applicable radio traffic, and alarms.
Seeing/Vision	C	Within normal limits, with or without correction. Visual abilities would be considered very important in this position, as the workers depend on visual cues to identify potential issues.
Normal Job Site Hazards	C	May encounter confrontational situations when denying an individual entry to the restricted/secure area of the airport.
Expected Environmental Conditions	C	Work is performed in temperature-controlled airport terminal building.

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.

Job Analysis Reviewed By: Laura Tolen

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

Date September 12, 2023 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