



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) 787-3490
Emp. Contact	Administrative Supervisor	Date of Analysis	April 15, 2010

Job of Injury Previous 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 three operating divisions, plus other departments that support the divisions and the broad mission of the Port: 1) Aviation Division, 2) Economic Development Division, and 3) Seaport 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.
- 6) Patrol.





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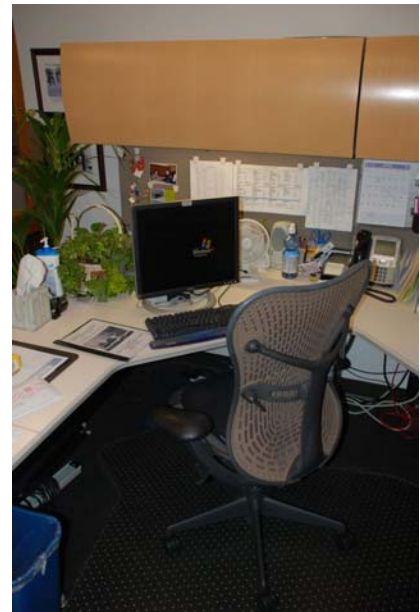
- 7) Criminal Investigation, Training, Office of Professional Responsibility, and Fleet and Supply.
- 8) Dispatch Communications.

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



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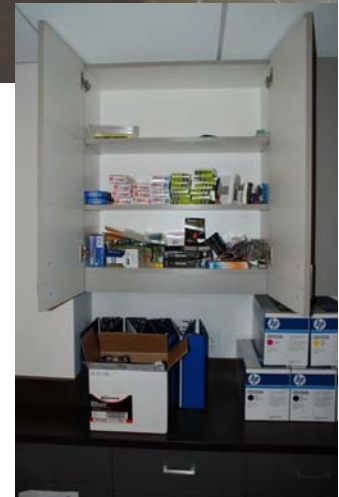
priorities as needed.

- 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 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); NetRMS, Info-cop, JIS-SCOMIS, Rain, 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:

The Police Specialist uses a variety of items to accomplish assigned tasks, including:

- 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, photocopying 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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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	C	While working on a computer, talking on the phone, and processing paperwork.
Standing	O	While 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	While 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	While carrying individual and packets of hard copy documents, carrying reams of paper to copy machine or facsimile machine.
Carrying (10 to 25 pounds)	S	While carrying multiple reams of paper and other supplies, and carrying boxes of files or other documents.
Pushing/Pulling	O	While 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	While 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	While 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	While 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	While processing paperwork, writing, using office equipment, using keys to open locked file cabinets and doors, and dialing telephone. Excludes keyboarding.
Keyboarding	F	Prefer 45 WPM, however accuracy is the highest priority.
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	While 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.

NOTE: There is considerable flexibility to modify the physical demands placed on the Police Specialist. If a worker feels that a task is too physically demanding, assistance is always available.

**Worker Attributes
As Defined in the Dictionary of Occupational Titles (“DOT”)
(Highest=1; Lowest=5)**

Description	Payroll Clerk 215.382-014	Acctg Clerk 216.482-010	Admin Clerk 219.362-010	Receptionist 237.367-038
General Learning Ability	3	3	3	3
Verbal	3	3	3	3
Numerical	3	3	3	4
Spatial Perception	4	4	4	4
Form Perception	4	3	4	4
Clerical Perception	2	2	2	3
Motor Coordination	3	3	3	4
Finger Dexterity	3	3	3	4
Manual Dexterity	4	4	4	4
Eye/Hand/Foot Coord.	5	5	5	5
Color Discrimination	5	5	5	5



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**Worker Temperaments
As Defined in the Dictionary of Occupational Titles (“DOT”)**


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| <p>215.382-014 and 216.482-010</p> <ul style="list-style-type: none"> • T - Situations requiring the precise attainment of set limits, tolerances, or standards. <p>219.362-010</p> <ul style="list-style-type: none"> • V - Performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. • P - Dealing with people beyond giving and receiving instructions. • J - Making generalizations, evaluations, or decisions based on sensory or judgmental criteria. <p>237.367-038</p> <ul style="list-style-type: none"> • R - Performing repetitive work, or performing continuously the same work, according to set procedures, sequence, or pace. • P - Dealing with people beyond giving and receiving instructions. |
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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

Job Analysis Reviewed By:	Judith Knorr and Mikel O'Brien
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Completed by Vocational Provider Brice York, B.A., CDMS

Date April 15, 2010 Signature of Vocational Provider 



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FOR PHYSICIAN'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 Signature _____
Physician's Name Printed _____

Please Return Completed Form to Health & Safety 206-787-3406