



# Bock Consulting

## Job Analysis

Job Title	<u>Full Employee Screener</u>	Worker	_____
DOT Number(s)	<u>372.667-010</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>(206) 787-3000</u>
Employer Contact	<u>Tiffany Olson</u>	Date of Analysis	<u>12/26/2016 (Updated 2/13/2018)</u>

- 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) Seaport Division, 3) Real Estate Division, and 4) Capital Development Division.

This job analysis is for the Full Employee Screener position working for the Aviation Division, which operates Sea-Tac International Airport.

The primary responsibility of a Full Employee Screener is to screen and search individuals that work at the airport to ensure compliance with Port of Seattle and Transportation Security Administration (“TSA”) rules and regulations. These individuals may be Port employees, airline employees, other tenant employees, or other individuals being escorted into the restricted area of the airport. All individuals that wish to gain access to the secure/sterile area of the airport must pass through a checkpoint staffed with Full Employee Screeners. In addition, all items being transported into the secure area of the airport are subject to search/inspection.

To perform the assigned duties, Full Employee Screeners operate a variety of equipment, such as x-ray machines, walk-through detectors/scanners, handheld metal detectors, and explosive detection equipment (“ETD”) at screening checkpoints. Physical pat-down searches are performed as needed.





***Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010***

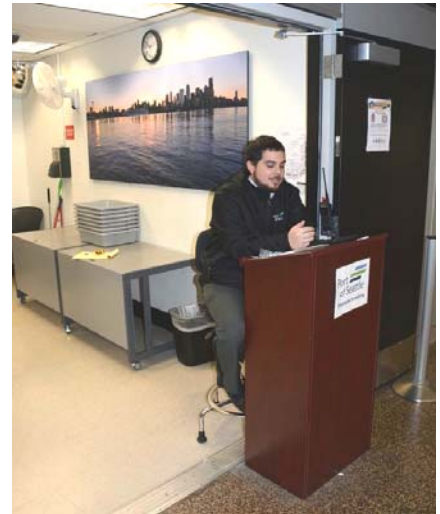
Full Employee Screener Staffing

Full Employee Screeners are staffed at Sea-Tac Airport 24/7. At least one checkpoint is open 24 hours a day in the Sea-Tac Airport Terminal Building. Additional checkpoints are open from 3:00 a.m. to 6:00 p.m. Screeners are cross-trained to perform the tasks at each checkpoint, and personnel are rotated through each of the checkpoints.

Essential Functions of Full Employee Screener

- Before allowing an individual into the checkpoint area, check Sea-Tac Airport SIDA badges to ensure that they are valid, and to determine whether they have the proper designations. Challenge suspicious badge holders, and inquire about the location of work and their need to access the secure/sterile area of the airport. Unauthorized individuals are denied access to the checkpoint. Monitor flow of individuals through checkpoints, and log/track the number of individuals using the checkpoint.
- Provide verbal instructions regarding the checkpoint screening process to individuals unfamiliar with checkpoint procedures.
- Screen people seeking access to the secure/sterile area of the airport, and any items being transported into the secure/sterile area.
  - Require individuals to place jackets, bags, backpacks, toolboxes or tool bags, personal items (wallets, watches, steel-toed boots/shoes, packs of cigarettes, food containers, etc.) and any other items being transported into the secure/sterile area on a conveyor leading to an x-ray machine. Smaller items are placed in plastic tubs or bowls. Using the images generated by the x-ray machine, Full Employee Screeners view the contents of the items being screened, and determine if there are any objects that warrant further investigation. If further investigation is required, a Full Employee Screener will perform a manual inspection of the item to identify the contents in question. Searches are performed on a table behind the x-ray machines.

Note: If an item is too large to place through the x-ray machine, or if merchandise or items are being transported through the checkpoint on a cart or hand truck, a Full Employee Screener will





***Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010***

search the items for screening for prohibited items. This generally occurs when merchandise or food supplies are being transported on a cart/hand truck to the businesses operating in the secure/ sterile area of the airport.

- Require individuals to walk-through a metal detector or other type of full-body scanner. If the individual triggers an alarm on the walk-through detector/scanner, the individual will be asked to identify any further items that should be removed before re-scanning (shoes, belts, or other items), or the person may be required to submit to additional screening, such as with a handheld metal detector, and/or physical pat-down.
- Test items for explosive materials using explosive trace detection equipment.
- Following established policies and procedures, conduct random enhanced searches of individuals.
- Inspect items for signs of tampering.
- When anomalies are identified during the screening/search process, follow established protocols.
  - In general, identified prohibited items can be voluntarily abandoned at the checkpoint by the individual transporting the item, or the individual can put the prohibited item into their car for safekeeping. On an exception basis, the item may be stored in a cabinet at the checkpoint.
  - When dangerous items are identified, the Screeners call for help from Senior Access Controllers (“SACs”). If necessary, law enforcement may be called. The individual transporting this type of item is asked to stay at the checkpoint until the SACs and/or the Port Police have responded. Note: The Full Employee Screeners are trained not to physically detain/restrain individuals at the checkpoint, or pursue individuals who flee. If an individual flees the checkpoint, the Screeners are trained to provide information to the appropriate authorities to assist in the pursuit and identification of the individual for questioning.
- Log data about personal items that created issues or suspicious objects identified at the checkpoint.
- Close secure/sterile area access following security





***Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010***

issues. Block physical access to restricted area as required. Reopen access after receiving notification that the airport is secure.

- Collect and return plastic bins and bowls for use by individuals being screened.
- Contact supervisors to report items found during screening.
- Participate in staff meetings.
- Use computer to track time worked, and check/respond to/prepare emails.

Necessary skills and abilities may include:

- Working knowledge of FAR 139, as well as TSR 1540, 1542, the Airport Security Plan, the Airport Emergency Plan, and current TSA Security Directives.
- General knowledge of facilities management.
- Being highly motivated, with proactive leadership skills.
- Good organization and coordination skills, with the ability to prioritize daily job duties.
- Excellent verbal, written and interpersonal communication skills.
- Ability to maintain a high degree of confidentiality.
- Ability to adapt and function as needed to a 24/7 environment.
- Ability to deal with disruptive and chaotic situations that may occur suddenly.
- Ability to manage people, projects and schedules.
- Must be able to quickly learn and internalize Port policies and procedures.
- Must be able to interact with Port customers, tenants and partners, Port leaders and the general public in a positive and professional manner.
- Ability to pass initial drug and alcohol testing required for Port of Seattle Employee Screening Certification.
- Working knowledge of Microsoft Office applications, and SharePoint.

Machinery, Tools, Equipment, Personal Protective  
Equipment:

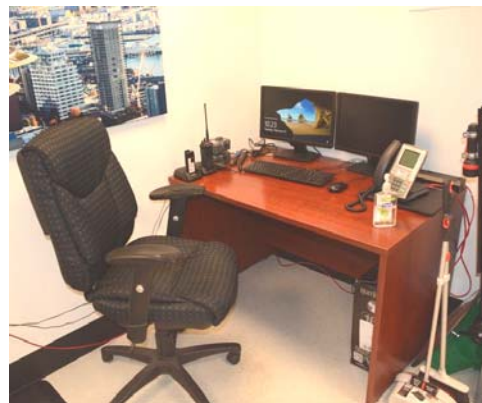
- Walk-through metal detector.
- Walk-through body scanner, with tablet-like screen and controller (This type of scanner identifies the type and location of a potentially prohibited item on an individual).
- Handheld metal detector.
- X-ray machines, with accessories including computer-type monitors, and keyboard/controller, with integral conveyor system.
- Equipment/device and accessories used to detect traces of explosive substances.
- Nitrile gloves.
- Work tables (on which items being searched are placed).





***Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010***

- Wheeled cart used to collect and transport plastic bins.
- Broom and dustpan.
- 2-way radios.
- Pens, clipboard, paper, and other office supplies.
- Office equipment, including telephones, desks, chairs, stools, and storage cabinets.
- Windows-based computers with applicable accessories, and applicable software, including Microsoft Office applications.



Education / Training:

Minimum Qualifications:

- One year of operation and security knowledge at a medium to large hub civilian airport, or one to three years of experience in customer service.
- Port screening certification program
- Proven leadership skills.
- Must be able to pass random drug and alcohol tests.

Preferred:

- Three years of operation and security knowledge at a medium to large hub civilian airport plus proven leadership ability and related course work.
- B.A./B.S. Degree in Security, Aviation Management, or Criminal Justice.

**Per the Dictionary of Occupational Titles (DOT): 372.667-010 Airline Security Representative**

Specific Vocational Preparation (SVP): 2 (30 days or less)



**Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010**

**COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS**

Frequency Definitions:	
<b>Continuously</b> = Occurs 66-100% of the time.	<b>Occasionally</b> = Occurs 1-33% of the time
<b>Frequently</b> = Occurs 33-66% of the time.	<b>Rarely</b> = May occur less than 1% of the time.
<b>Never</b> = Does not ever occur.	
<b>Comprehension</b>	
Articulating and comprehending information in conversations.	Continuously
Reading, comprehending, and using written materials.	Occasionally
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.	Frequently
<b>Remembering</b>	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Continuously
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously
Memorizing facts or sequences.	Occasionally
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Occasionally
<b>Learning &amp; Processing</b>	
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.	Continuously
Thinking critically and making sound decisions.	Continuously
Integrating ideas and data for complex decisions.	Rarely
Determining and following precise sequences.	Continuously
Coordinating and compiling data and information.	Occasionally
Analyzing, synthesizing data and information.	Occasionally
<b>Tasking and Planning</b>	
Performing repetitive or short-cycle work.	Continuously
Working under specific instructions.	Continuously
Completing complex tasks.	Occasionally
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.	Occasionally
Planning, prioritizing, and structuring daily activities.	Occasionally



Bock Consulting

Claimant:

Claim #:

12/26/2016 (updated 2/13/2018)

Page 7 of 12

***Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010***

<b>Use Appropriate Behavior for Professional Work Environment</b>	
Receiving criticism and accepting limits appropriately.	Continuously
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.	Occasionally
Adapting to frequent interruptions, changes in priorities, or changes in work location.	Rarely
Responding effectively to emergency situations.	Occasionally

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

11410 NE 124<sup>th</sup> Street, #213, Kirkland, WA 98034

Telephone: 425-823-7115 • Fax: 425-823-7125

[www.bockconsulting.com](http://www.bockconsulting.com)



**Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010**

**PHYSICAL DEMANDS**

Notes:

- Full Employee Screeners rotate assigned tasks every 30 minutes. This changes the physical demands required in the Screener position throughout the shift.
- Full Employee Screeners are trained not to physically detain or restrain individuals at the checkpoint, or pursue individuals who flee. If an individual flees the checkpoint after being denied access, Screeners work with the appropriate authorities to provide information needed to pursue, identify, and detain the individual who was denied access.

**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	<b>O-F</b>	Screeners sit in on a stool when checking badges of individuals entering the checkpoint. Stools are available to use while reviewing the images generated by the equipment (x-ray machines and full-body scanners). Working on computer at desk. Participating in meetings. Screeners are able to sit down between screenings when volume of people using the checkpoint is low.
Standing	<b>F</b>	Interchange with walking. Providing instructions to individuals entering the checkpoint, monitoring the flow of individuals through the checkpoint detectors/scanners, using a handheld metal detector, gathering samples to place in and operating the portable explosive detection equipment. Searching bags/backpacks/toolboxes/tool bags/other items as needed. Searching items too large for the x-ray machine, or merchandise or items being transported through the checkpoint on a cart or hand truck. Performing pat-down searches. Gathering and replenishing stacks of plastic bins and bowls. Communicating with other individuals.
Walking	<b>F</b>	Interchange with standing. Providing instructions to individuals entering the checkpoint, managing the flow of individuals through the checkpoint, using a handheld metal detector, gathering samples to place in the portable explosive detection equipment. Taking bags/backpacks/toolboxes/tool bags/other items to a work table to search (work surface is 29" from the floor). Maneuvering around items too large for the x-ray machine, or merchandise or items being transported through the checkpoint on a cart or hand truck. Performing pat-down searches. Gathering and replenishing stacks of plastic bins and bowls. Walking between checkpoints.





**Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010**

Lifting (up to 5 pounds)	<b>F</b>	Small items, such as nitrile gloves, portable explosive detection device (est. 2-3 pounds), swabs to gather samples to test in the explosive detection device, handheld metal detector (est. 1 pound), smaller personal items of individuals being screened, including clothing items and food containers, and individual items of merchandise being transported into the secure/sterile area of the airport, and 2-way radios.
Lifting (5 to 20 pounds)	<b>S-O</b>	Medium sized personal items of individuals being screened, including bags, backpacks, and tool bags, and multiple items or smaller cases of merchandise being transported into the secure/sterile area of the airport.
Lifting (20 to 50 pounds)	<b>N/A-S</b>	Larger personal items of individuals being screened, including bags, backpacks, and toolboxes/tool bags, and larger cases of merchandise being transported into the secure/sterile area of the airport.
Carrying (up to 5 pounds)	<b>F</b>	Up to approx. 25 feet. Small items, such as nitrile gloves, portable explosive detection device (est. 2-3 pounds), swabs to gather samples to test in the explosive detection device, handheld metal detector (est. 1 pound), smaller personal items of individuals being screened, including clothing items and food containers, and individual items of merchandise being transported into the secure/sterile area of the airport.
Carrying (5 to 20 pounds)	<b>S-O</b>	Short distances up to approx. 10 feet. Medium sized personal items of individuals being screened, including bags, backpacks, and tool bags, and multiple items or smaller cases of merchandise being transported into the secure/sterile area of the airport.
Carrying (20 to 50 pounds)	<b>N/A-S</b>	Short distances up to approx. 10 feet. Larger personal items of individuals being screened, including bags, backpacks, and toolboxes/tool bags, and larger cases of merchandise being transported into the secure/sterile area of the airport.
Pushing/Pulling (up to 10 pounds)	<b>O</b>	Raising/lowering height of monitors on x-ray machine, pulling items off the x-ray machine conveyor belt, opening bags, boxes, toolboxes/tool bags, and other items to search. Gathering samples to test with the explosive detection equipment. Pushing wheeled cart to replenish stacks of plastic bins and bowls. Opening/closing drawers and doors on cabinets. Moving stanchions used to manage the line entering the checkpoint, or block the entrance of the checkpoint (stanchions are tipped and rolled to reposition them).
Pushing/Pulling (10 to 20 pounds)	<b>N/A-S</b>	Potentially if moving/maneuvering a cart or hand truck loaded with merchandise.
Climbing Stairs/Ladders	<b>N/A</b>	
Work at Heights/Balance	<b>N/A</b>	
Bending at Waist	<b>F</b>	Checking badges of individuals entering checkpoint, pulling items off the x-ray machine conveyor belt to search, searching items, gathering samples to test with the explosive detection equipment, moving wheeled cart to replenish stacks of plastic bins and bowls, opening/closing drawers and doors on cabinets, moving stanchions used to manage lines or block access to checkpoint, scanning individuals with a handheld metal detector, searching merchandise being transported into the secure/sterile area of the airport, and performing pat-down searches.
Bending Neck	<b>C</b>	Most assigned tasks include neck movements.



**Job Analysis: Full Employee Screener – Port of Seattle**  
**DOT # 372.667-010**

Twisting at Waist	<b>S-O</b>	Monitoring and managing flow of individuals through checkpoint. Performing searches. Scanning individuals with a handheld metal detector and performing pat-down searches. Communicating with other individuals.			
Crouching/Kneeling	<b>N/A-S</b>	Scanning individuals with a handheld metal detector wand, searching merchandise being transported to secure/sterile area, and performing pat-down searches.			
Stooping	<b>N/A</b>				
Reaching (floor to waist)	<b>S-O</b>	Gathering samples to test with the explosive detection equipment, scanning individuals with a handheld metal detector, searching merchandise being transported to locations in the secure/sterile area of the airport, and performing pat-down searches. Placing plastic bins on or retrieving bins from wheeled cart.			
Reaching (waist to shoulder)	<b>F</b>	Pointing/motioning to individuals wishing to be screened, checking badges, raising/lowering height of monitors on x-ray machine, pulling items off the x-ray machine conveyor belt, performing searches, gathering samples to test with the explosive detection equipment, placing plastic bins on or retrieving bins from wheeled cart, pushing wheeled cart, opening/closing drawers and doors on cabinets, moving stanchions used to manage the line entering the checkpoint, or block the entrance of the checkpoint, scanning individuals with a handheld metal detector wand, and using computer mouse and telephone.			
Reaching (over shoulder)	<b>S</b>	Pointing/motioning to individuals wishing to be screened, and potentially scanning taller individuals with a handheld metal detector, and performing pat-down searches.			
Driving	<b>N/A</b>				
Foot Controls	<b>N/A</b>				
Repetitive Motion	<b>N/A</b>				
Handling/Grasping	<b>F</b>	<b>50</b>	% Pinch Grasp	<b>50</b>	% Whole Hand Grasp
Fine Finger Manipulation	<b>F</b>	Operating buttons and controls on the keyboard attached to the x-ray machine, searching bags/backpacks/toolboxes/other items, performing pat-down searches, using computer mouse and telephone, writing, and using thumb-operated tally counter to track the number of people entering the checkpoint.			
Writing	<b>S</b>	Writing down number of people entering the checkpoint. Taking notes.			
Keyboarding	<b>S</b>	Tracking time worked, checking/responding to/preparing emails, entering data into logs regarding problematic items identified, and suspicious objects.			
Talking	<b>C</b>	Communicating with co-workers, supervisors, individuals going through the checkpoint, and the public.			
Hearing	<b>C</b>	Communicating with co-workers, supervisors, individuals going through the checkpoint, and the public. Listening for alarms and calls for assistance.			
Seeing	<b>C</b>	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.			



***Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010***

Normal Job Site Hazards	<b>S</b>	May encounter confrontational situations when denying individuals access to secure/sterile area of the airport. May be exposed to sharp objects when performing searches.
Expected Environmental Conditions	<b>C</b>	Screening checkpoints are located in a temperature controlled building; however, external temperatures may impact the temperature in the checkpoint.

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:

Tiffany Olson and Christian Samlaska

Completed by Vocational Provider

Brice York, B.A., CDMS

Date February 13, 2018

Signature of Vocational Provider



**Job Analysis: Full Employee Screener – Port of Seattle  
DOT # 372.667-010**

**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**