



## Bock Consulting

### Comprehensive Vocational Assessment Report (CVAR)

Job Title	<u>Project Costing Specialist</u>	Worker	_____
DOT Number	<u>216.382-034</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>206-728-3059</u>
Emp. Contact	<u>Nancy Locke-Carns</u>	Date of Analysis	<u>December 19, 2005</u>

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 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.

This job analysis is for a person working as a Project Costing Specialist on the Capital Services Team within Accounting and Procurement Services.

There are two Project Costing Specialist positions on the Capital Services Team: 1) one specializes in tracking the daily project costs/transactions entered into the project costing system, and 2) the other specializes in closing projects and booking the asset(s) to the Port's financial statements. These positions support all of the projects undertaken by the various Divisions within the Port of Seattle.

This job analysis is specifically for the individual responsible for overseeing the daily project cost entries/ transactions.

#### Essential Functions:

- Ensure project costs (both capital and expense projects) are coded properly to make sure project costs are correctly captured in the project costing system.
- Work with the project costing module of the Port of Seattle's computer system developed by





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PeopleSoft used to track project costs. This computer system also contains the accounting and financial systems used by the Port of Seattle.

- Update the Project Cost Distribution Reports in the Control Logs on a daily basis to maintain an updated status of the costs captured in the project costing system.
- Perform reconciliations of the project costs and selected accounts within the Port of Seattle's General Ledger to ensure the amounts captured in the system balance.
- Maintain the necessary paperwork to document additions and changes to the project costing tracking system. Paperwork and documentation may be stored in folders or binders, and are generally kept in file drawers in, near, and away from the immediate work area.
- Work with project personnel and other internal customers to answer any questions regarding correct project coding policies and procedures.
- Work with Accounts Payable Department personnel to ensure costs are properly coded.
- Review project costs captured in the project costing system, and reclassify costs when necessary.
- Annually, prepare boxes of project cost documentation to send to off-site storage.



Skills and Abilities:

- Must have a good understanding of project costing, and how project costs impact the Port's General Ledger and financial statements.
- Must be detail oriented.
- Must have excellent teamwork, customer service, and communication skills.
- Must have experience with computers and applicable software.

The Port of Seattle has a proprietary financial computer system that was developed by PeopleSoft. In addition, the Project Costing Specialist is expected to construct spreadsheets in Microsoft Excel, and maintain contact with various people using Microsoft Outlook.



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- Must have the ability to work independently, as well as within a team environment.
- Must be able to quickly analyze situations and solve problems.

Machinery, Tools, Equipment, Personal Protective Equipment:

The Project Costing Specialist uses a variety of items to accomplish the assigned tasks, including:

- Windows-based computers, various software applications (proprietary PeopleSoft computer system and Microsoft Office), and computer printers (local desktop printers, and network printers (approximately 37” tall, with drawers at 8-24 inches from the floor).
  - Multi-line telephone.
  - 10-key calculator.
  - General office supplies, including binders, file folders, pens and pencils, boxes, staplers, and document organizers.
  - General office equipment, such as desks, chairs, file cabinets, photocopying machines, 3-hole punches, facsimile machines, desk lamps, fans, microfiche readers, and other items.
- Workstation desks are generally 29-30 inches tall.



- Shelves in work area are generally 52 inches from the floor.
- Two-drawer lateral file cabinets are approximately 24 inches tall.
- Four-drawer lateral file cabinets are approximately 48 inches tall.



Supplies are generally stored on shelves 55 to 75 inches from the floor in a central supply room. Reams of paper may be stored in boxes on the floor, or in cabinets near the copier or printer.



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Education / Training:

- This position requires 1) a Bachelor's ("BA") degree in Accounting, and three years experience in an accounting environment, or 2) the equivalent combination of education and experience.
- A worker must have a minimum of 2 years of experience with complex financial software residing in a client-server environment.



Plus, the Port of Seattle provides on-going training for the Accounting and Procurement Services personnel.

**Per the Dictionary of Occupational Titles (DOT): 216.382-034 EXPENSE CLERK**

Specific Vocational Preparation: SVP = 4 (Three to six months)

**Reasoning Skills:** Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from relatively standardized situations.

**Mathematical Skills:** Compute discount, interest, profit, and loss; markups, and selling price; and percentages.

**Algebra:** Calculate variables and formulas, and ratio and proportion variables.

**Language Skills:**

**Reading:** Read novels, magazines, atlases, and encyclopedias. Read safety rules, instructions, and methods and procedures outlined in manuals.

**Writing:** Write reports and essays with proper format, punctuation, spelling, and grammar.

**Speaking:** Speak before a group with poise, voice control, and confidence, using correct English and well-modulated voice.



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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	<b>F-C</b>	While working on a computer, talking on the phone, and processing paperwork and reports.
Standing	<b>S</b>	While gathering items not reachable while seated (gathering files or other documents), making photocopies, picking up print-outs, and talking with supervisors and other co-workers.
Walking	<b>S-O</b>	Primarily while walking in the immediate work area, or in adjacent office space. Worker may walk to gather files and supplies, make copies, and deliver items to other departments. The cafeteria is located in the building on the first floor.
Lifting (up to 10 pounds)	<b>F</b>	Lifting the telephone receiver, hard copy documents (individual documents, packets of documents, and files), binders containing hard copy documents, and single reams of copy paper.
Lifting (10 to 25 pounds)	<b>S</b>	Lifting multiple reams of copy paper; lifting boxes of file folders; lifting boxes of documents for off-site storage. <b>NOTE:</b> Boxes filled for off-site storage cannot weigh more than 25 lbs., and are weighed to ensure compliance with this limit. <b>NOTE:</b> Boxes of copy paper can weigh up to 50 lbs., however moving boxes of paper is not an essential function of this position.
Carrying (up to 10 pounds)	<b>F</b>	While carrying individual documents, packets of documents, document files, and reams of paper to a copy or facsimile machine.
Carrying (10 to 25 pounds)	<b>S</b>	While carrying multiple reams of paper and other supplies, and carrying boxes of documents for off-site storage.
Pushing/Pulling	<b>O</b>	Opening file cabinet drawers (approx. 8-10 lbs. of force).
Climbing Stairs/Ladders	<b>S</b>	The work area is on the second floor of the Pier 69 building. Elevators and stairs are available to reach the office space. A stepstool is available in the supply room should it be needed.
Bending at Waist	<b>O</b>	While gathering items from desk or file cabinet drawers, reaching for items on desk, and gathering supplies/other items at or below waist level.
Bending Neck	<b>F</b>	Talking on the phone, typing on a computer, processing paperwork. talking to co-workers, making copies, sending faxes, and gathering supplies.
Twisting at Waist	<b>S</b>	While reaching for items on desk or gathering files. Talking with co-workers. Can be minimized by worker moving feet or chair while working.
Crouching/Kneeling	<b>N/A</b>	
Stooping	<b>N/A</b>	



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Reaching	<b>F</b>	<b>Dialing the phone, picking up items on the desk, and gathering folders and files. May be necessary while typing on computer and using computer mouse, but keyboard and mouse can be moved to minimize reaching. Supplies are primarily stored on shelves 55” to 75” from the floor. A stepstool is available if needed.</b>			
Driving	<b>S</b>	<b>Periodically training will be offered off-site.</b>			
Repetitive Motion	<b>F</b>	<b>Typing on a computer and using mouse. Processing paperwork.</b>			
Keyboarding	<b>F-C</b>	<b>Essential for completing assigned functions.</b>			
Handling/Grasping	<b>C</b>	<b>50</b>	% Pinch Grasp	<b>50</b>	% Whole Hand Grasp
Fine Finger Manipulation	<b>F</b>	<b>Typing, using 10-key calculator, writing, processing paperwork, using office equipment, and dialing telephone.</b>			
Talking	<b>F</b>	<b>Communicating with supervisors, co-workers, and internal customers.</b>			
Hearing	<b>F</b>	<b>Communicating with supervisors, co-workers, and internal customers.</b>			
Seeing	<b>C</b>	<b>Important in completing assigned tasks.</b>			
Writing	<b>O</b>	<b>Taking notes, writing notes during meetings.</b>			
Normal Job Site Hazards	<b>-</b>	<b>Limited – office environment.</b>			
Expected Environmental Conditions	<b>-</b>	<b>Work is primarily performed in a temperature controlled office environment.</b>			

NOTE: If a worker feels that a task is too physically demanding, assistance is always available.

**PERSONAL ATTRIBUTES**

Description	Rating (Highest=1)	Typical Attributes For People In This Position
General Learning Ability	3	Average
Verbal	3	Average
Numerical	3	Average
Spatial Perception	4	Below Average
Form Perception	4	Below Average
Clerical Perception	2	Above Average
Motor Coordination	3	Average
Finger Dexterity	3	Average
Manual Dexterity	3	Average
Eye/Hand/Foot Coordination	5	Minimal or none
Color Discrimination	5	Minimal or none

**TEMPERAMENTS - (Personal Adaptability)**

- T - Situations requiring the precise attainment of set limits, tolerances, or standards.
- J - Making generalizations, evaluations, or decisions based on sensory or judgmental criteria.



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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:      Nancy Locke-Carns; Carol Goodwin

Completed by Vocational Provider: Brice York, B.A., VRC  
Reviewed by Supervisor: Craig Bock, M.A., CRC

Date December 19, 2005      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 at 206-787-3406**