

Comprehensive Vocational Assessment Report (CVAR)

Job Title	Staff Assistant II	Worker	
DOT Number	219.362-010	Claim Number	
	Port of Seattle	_	
Employer	SeaTac International Airport	Employer Phone #	206-248-4802
Employer Contact	Valerie Johnson, Admin. Sup.	Date of Analysis	4/8/05
⊠ Job of Injury	🗌 Previous Job 🛛 🕅 New Job	 ⋈ 40 Hours Per Week, 8:30 a.m. to 5:00 p.m. 	∑ 5 Days Per Week, Monday through Friday

Job Description, Essential Functions, Tasks and Skills:



Will provide reception desk duties to the Aviation Division. First point of contact for visitors, customers, and the general public. Must maintain an orderly reception area to ensure favorable impressions. The essential functions of the job are as follows:

Greet, direct, and announce visitors for Aviation Division staff located in the Airport Office Building (AOB). Answer incoming calls. Issue visitor badges and parking validations. Receive incoming packages (UPS, FedEx, DHL, Fleetfoot, etc.); order office supplies, process invoices, distribute paychecks to staff on a biweekly basis, and open/sort mail. Assist in the production of the SeaTac Airport directory and update confidential telephone lists as needed. Other duties as requested.

Knowledge, skills, abilities, and other work characteristics: Must have excellent customer service skills an open, friendly communication style, a positive attitude, and the ability to handle all situations with tact and diplomacy. Must be a team player. Must be familiar with computers particularly Microsoft products and have the willingness to learn to new computer programs.

Prepares informational signs for the AOB Conference Center, six rooms. Microsoft Software: Outlook – Need to be proficient in Outlook due to the need to schedule and view the 26 different conference rooms located in the AOB, also need to be able to read, respond and create emails many times throughout each day. Microsoft Word – Must be able to create documents. Excel – Should be able to work within software to create documents/spreadsheets. Power Point – Should be able to assist individuals using the program in the conference rooms if the Conference Center Coordinator is not available.



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1,000 parking validations per month are issues/processed. To do this, the visitor/guest checks in at the front desk kiosk. 70 to 80 badges run through the electronic slider per day. Must be able to use the Intranet and the Internet. Desktop and check-in computers need to be logged off every night. Lock up doors on mezzanine level/lobby every night. Make sure calendars are up at each conference room door. Open 5 -0 pieces of mail per shift and locate where each needs to be delivered. Put packages that haven't been picked up during the day in the back copy room (for security reasons). Walk mail to different tenants of airlines if it miscellaneously comes to the Port. Machinery, Tools, Equipment, Personal Protective Equipment:

Desk 30 inches, copy room 34 inches from the floor to the counters, additional 26 inches from the counter to the first shelf. Microsoft Office Software. Computer. Mouse. Miscellaneous office equipment.

Education / Training:

Minimum requirements: High school diploma or equivalent. Minimum two years of general office or customer service experience. Must possess accurate typing at 55 words per minute and be proficient with MS Outlook and Word. Some knowledge of MS Excel and Power Point preferred in an effort to help with conference coordinating.



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PHYSICAL DEMANDS

N/A: Not ApplicableS: 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		ight 🗌 Medium 🗌 Heavy 🗌 Very Heavy	
	Frequenc		
Sitting	C	Usually work in pairs if need to use the restroom or take a break.	
Standing	F		
Walking	F		
Lifting (up to 10 pounds)	O-F	Deliveries (UPS, FedEx, DHL, Fleetfoot, etc.). Letters, packages,	
		boxes, miscellaneous office supplies, etc	
Lifting (10 to 25 pounds)	S	Deliveries (UPS, FedEx, DHL, Fleetfoot, etc.). Letters, packages,	
Comming	0	boxes, miscellaneous office supplies, etc Deliveries (UPS, FedEx, DHL, Fleetfoot, etc.). Letters, packages,	
Carrying	U	boxes, miscellaneous office supplies, etc. Dolly/cart is available.	
Pushing/Pulling (Negligible)	F-C	Filing cabinets.	
Climbing Stairs/Ladders	N/A	Can walk stairs, but an elevator is available for each floor.	
Working at Heights/Balancing	N/A		
Bending at Waist	F	Copy machine, cupboards, and drawers.	
Driving	N/A		
Bending Neck	F	Greeting, announcing, incoming calls; headset can provided for telephone.	
Twisting at Waist	N/A	-	
Crouching/Kneeling	F	These can be done interchangeably with bending at the waist.	
Stooping	F	These can be done interchangeably with bending at the waist.	
Reaching	F-C	Phone, file cabinet, counter for badges.	
Repetitive Motion	N/A		
Handling/Grasping	С	% Pinch Grasp % Whole Hand Grasp	
Fine Finger Manipulation	F	For badges.	
Talking	C		
Hearing	С		
Seeing	С		
Writing	0	Taking phone notes, drafting lists, ordering supplies	
Keyboarding	F-C	30 minutes at a time throughout shift. E-mails (Updating calendars & schedules), information hub memos, process paperwork, data entry, print out calendars, Office Max orders on-line.	



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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
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Job Analysis Reviewed By:

Valerie Johnson, Administrative Supervisor (Aviation Director's Office)

Completed by Vocational Provider

Craig Bock, M.A., CRC (Provider #9281)

-Bel

Date 4/8/05

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		
COMM	IENTS:		
Date	Physician's Signature		
	Physician's Name Printed		
DI FASI	E RETURN COMPLETED FORM TO: Port of Seattle		

Fax: (206) 787-3406 Phone: (206) 787-3052