



## Bock Consulting

### Comprehensive Vocational Assessment Report (CVAR)

Job Title	<u>Staff Assistant V – Aviation Business Development</u>	Worker	_____
DOT Number	<u>219.362-046</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>206-439-6645</u>
Emp. Contact	<u>Jason Johnson</u>	Date of Analysis	<u>December 19, 2005</u>

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 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 Aviation Division operates Seattle-Tacoma International Airport. Sea-Tac is the 16th busiest passenger airport in the United States, serving close to 29 million passengers a year.

This job analysis is for an individual working as a Staff Assistant V position in the Aviation Properties group within the Aviation Business Development department. The individual in this position focuses on providing technical and administrative support for the Aviation Properties group to ensure accurate and timely completion of the lease process, inputting data used for lease billings, and managing and maintaining lease documentation.

#### Essential Functions:

- Prepare, interpret, track, and report all lease/legal documents and transactions.
- Verify and input data used to calculate rental payments in the lease management system, called PROPworks (developed by Air IT), for billing and collecting purposes.
- Monitor, verify, and process all insurance and surety documents connected with lease agreements.
- Organize and maintain files, including adding





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supplemental documentation to files.

- Interpret, verify, and enter critical dates into PROPworks to create “ticklers” to remind staff of critical dates connected with revenue generation and lease agreement dates.
- Interact with tenants, insurance and bond agents to ensure receipt of necessary documentation to protect the Port’s legal exposure for liability issues. Review the documentation provided to make sure that the agreements meet the Port’s requirements and meets the terms of the lease.
- Compose correspondence to send to internal and/or external customers.
- Develop reports to provide to various entities, including Accounting, which uses data prepared to create the monthly billings for the lease tenants (airlines, car rental companies, concessions, and other tenants of Sea-Tac Airport).



Skills and Abilities:

- Must have knowledge of real estate terminology, and real estate and/or leasing experience would be beneficial.
- Must possess good time management, organization, prioritization, and communication skills.
- Must have ability to work in high pressure situations and address multiple simultaneous deadlines.
- Must have effective problem-solving skills to identify known issues and anticipate potential issues before they occur.
- Must be detail-oriented and must have excellent proof-reading, writing, analytical, and interpersonal skills.
- Must have knowledge of computers, with experience in Microsoft Office applications, such as Word, Excel, and Outlook.
- Must have the ability to work independently, demonstrate self-motivation and a professional image, and maintain a positive attitude toward the work and co-workers.





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Machinery, Tools, Equipment, Personal Protective Equipment:

An individual in the Staff Assistant V position uses a variety of items to accomplish the assigned tasks, including:

- Windows-based computers, PROPworks software, Microsoft Office applications (including Word and Excel), and computer printers.
- 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, laminating machines, label makers, photocopying machines, facsimile machines, desk lamps, fans, and other items.
  - Workstation desks are generally 29 to 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 may be stored in drawers 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).
- Prefer two years of higher education level course work with emphasis in real estate and business administration.
- Prefer knowledge of lease/legal documentation.
- Prefer two years of related real estate/leasing work experience.

The person in this position will also have to pass a Federal Aviation Administration (“FAA”) security background check to obtain the necessary clearances.

Further, the Port sends selected employees to the annual PROPworks conference, which in the past has been held in various states around the country, including Florida and California.

**Per the Dictionary of Occupational Titles (DOT): 219.362-046 REAL-ESTATE CLERK**

**Specific Vocational Preparation (SVP): 5 (Six months to one year)**

**Reasoning Skills:** Apply common sense principles to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Mathematical Skills:** Compute discount and interest; commissions, and selling price; ratio and proportion, and percentages.

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

**Geometry:** Calculate plane and solid figures, and area. Understand kinds of angles, and properties of pairs and angles.

**Language Skills:**

**Reading:** Read novels, magazines, atlases, and encyclopedias. Read safety rules, instructions in the use and maintenance of equipment, and methods and procedures for completing work.

**Writing:** Write correspondence and periodically reports with proper format, punctuation, spelling, and grammar, using all parts of speech.

**Speaking:** Speak before a group of people 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</b>	While working on the computer, talking on the phone, and processing paperwork.
Standing	<b>S-O</b>	While gathering items not reachable while seated, gathering documents to file, filing documents, making photocopies and sending faxes, gathering mail from mailbox, and talking with supervisors and other co-workers.
Walking	<b>O</b>	Primarily walking in the immediate work area gathering documents and mail, delivering documents to supervisor, placing documents in the interoffice mail, and gathering supplies.
Lifting (up to 10 pounds)	<b>F</b>	Lifting the telephone receiver, hard copy documents (individual documents and files of documents), binders containing hard copy documents, and 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. <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>	Carrying individual and files of hard copy documents, carrying reams of paper to copy machine or facsimile machine.
Carrying (10 to 25 pounds)	<b>S</b>	Carrying multiple reams of paper and other supplies, and carrying boxes of documents.
Pushing/Pulling	<b>O</b>	While opening file cabinet drawers (approx.8-10 lbs. of force).
Climbing Stairs	<b>S</b>	The offices of the Aviation Properties group are located on the 4 <sup>th</sup> floor of the Airport Office Building. Elevators and stairs are available to reach the offices.
Bending at Waist	<b>O</b>	While gathering items from desk drawers, filing documents in drawers at or below waist level, reaching for items on desk, and gathering supplies at or below waist level. Frequency can be limited by the worker.
Bending Neck	<b>F</b>	Talking on the phone, typing on a computer, talking to co-workers, making copies, sending faxes, and gathering supplies.
Twisting at Waist	<b>S-O</b>	While reaching for items on desk or gathering files, and talking with co-workers. Frequency can be limited by the worker.
Crouching/Kneeling	<b>S</b>	
Stooping	<b>S</b>	
Reaching	<b>F</b>	Typing on computer keyboard and using computer mouse, dialing the phone, picking up items on the desk, filing documents, and gathering supplies.
Driving	<b>N/A</b>	



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Repetitive Motion	<b>F</b>	<b>While typing on a computer keyboard and using mouse.</b>			
Keyboarding	<b>F</b>	<b>While typing on a computer keyboard and using computer mouse.</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 computer mouse, writing, using 10-key calculator, sorting and processing paperwork, using office equipment, and dialing telephone.</b>			
Talking	<b>F</b>	<b>Communicating with internal and external customers, supervisors, and co-workers.</b>			
Hearing	<b>F</b>	<b>Communicating with internal and external customers, supervisors, and co-workers.</b>			
Seeing	<b>C</b>	<b>Visual abilities would be considered important in this position.</b>			
Writing	<b>O</b>	<b>Signing letters with signature (15-40 letters per week). Taking notes during meetings and telephone conversations. Making notes on documents being reviewed. Creating notes to send with paperwork being sent through interoffice mail.</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	2	Above 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)**

- V - Performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- 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:

Jason Johnson; LaFay Williams

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 \_\_\_\_\_