

Comprehensive Vocational Assessment Report (CVAR)

	Noise Remedy		
Job Title	Administration Specialist	Worker	
DOT Number	219.362-010	Claim Number	
Employer	Port of Seattle	Employer Phone #	206 431-4037
Employer Contact	Manette Moses	Date of Analysis	June 5, 2006
⊠ Job of Injury	Previous Job 🗌 New Job	⊠ 40 + Hours Per Week	Days Per Week, 6:00 a.m. to 3:30 p.m., Monday to Friday, alternate Fridays off.

Job Description, Essential Functions, Tasks and Skills:

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To provide professional and high-level administrative support for an office staff of approximately seven employees.

<u>Essential Functions</u>: Will be responsible for tracking Noise Program finances, i.e., grant and other funding sources. Prepare supportive documentation on program activities, balances, consults with manager, and prepares annual program budgets. Generate reports necessary to track Noise Remedy Program's activities. Will maintain files and records, perform data entry; prepare purchase requisitions, warrant requests, and contract or payment requests; troubleshoot office equipment and arrange for service; maintain and order office supplies; receive mail and faxes for distribution to staff. Will coordinate the receipt of all documents and materials submitted by a participating contractor as necessary for the construction process to begin. Participate in the bidding process for Noise Remedy work orders. Ability to assist with the process in obtaining/processing legal documents.

Prepare final documents. Interpret title reports. Contractor compliance. Travel E expense proficiency. Produce Commission memos. Time keeping. Prepare Subordination agreements. Keep Ms. Richardson's calendar. Keep files accurate pertaining to mobile home easement purchase program. Maintain awareness of bid openings. Filing (Titles, contracts, etc.). Take and type minutes. Backup receptionist. Track budget. Process office and contractor invoices. Professional service requests. Proficient in People Soft software. Maintain petty cash. Maintain office supplies. Order Port stationery and forms. Submit MC request to purchasing. Order business cards. Order titles. Prepare and distribute monthly staff calendar. Ability to run queries and search engine with database. 50 words per minute proficiency.

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Work Station





Copier / Work Area





Work Area / Front Receptionist Desk Copier

11410 NE 124th Street, #213, Kirkland, WA 98034 Telephone: 425-823-7115 • Fax: 425-823-7125 www.bockconsulting.com

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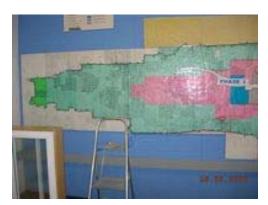
Front Receptionist Desk Work Area







File Room



Elevation Map

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Machinery, Tools, Equipment, Personal Protective Equipment:

Computer, Microsoft Office Software (e.g., Outlook, Word, Internet Explorer, Access, Excel) proficiency in all office equipment (e.g., fax, copier, printer, etc.). Maintain Supply Room.



Supply Room

Education / Training:

SPECIFIC VOCATIONAL PREPARATION: SVP = 4 (Semi-Skilled - Three to six months)

Reasoning Skills (GED-R-4)

Apply principles of rational systems 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 (GED-M-3)

Compute discount, interest, profit, and loss; commission, markups, and selling price; ratio and proportion, and percentages. Calculate surfaces, volumes, weights, and measures.

Algebra: Calculate variables and formulas, monomials and polynomials; ratio and proportion variables; and square roots and radicals.

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

Language Skills (GED-L-3)

Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

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

Speaking: Speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice.

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PHYSICAL DEMANDS

 N/A: Not Applicable
 F: 1

 S: Seldom (1-10% of the time)
 C: 0

 O: Occasional (10-30% of the time)
 WN

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		
	Frequenc			
Sitting	F	Working on computer; taking minutes; attending meetings.		
Standing	F	Filing		
Walking	F	Filing		
Lifting (up to 10 pounds)	O-F	Files, paperwork, supplies.		
Lifting (10 to 30 pounds)	0	20 to 25 pounds: big file boxes in file storage room. 26 to 30 pounds: file boxes as well.		
Carrying (up to 10 pounds)	O-F	Within office		
Carrying (10 to 30 pounds)	N/A			
Pushing/Pulling	F Up to 10 pounds; drawers.			
Climbing Stairs/Ladders	S	Using the airport pin board.		
Working at Heights/Balancing	S	While placing pins into elevation airport board.		
Bending at Waist	S-O			
Driving	S	Company car automatic; airport once to twice weekly. Pier 69 once a month to attend meetings and assist with processing paperwork.		
Bending Neck	F			
Twisting at Waist	0			
Crouching/Kneeling	O-F	For filing. Applicable with bending and stooping as well.		
Stooping	O-F	For filing.		
Reaching	O-F	For filing and accessing boxes in the file room. 6 feet 1 inch is the tallest shelf that the worker has to locate.		
Repetitive Motion	N/A			
Handling/Grasping	С	80 %Pinch Grasp 20 % Whole Hand Grasp		
Fine Finger Manipulation	С			
Talking	С			
Hearing	С			
Seeing	С			
Writing	0	Memos, minutes, staff meetings, public meetings; copy information into Word-generated documents.		

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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 sit Job Analysis Reviewed By:	e? Xes [No
Jazzi Richardson, Manager Sandy Lampard		
Completed by Vocational Provid	der Craig Bock, M.A., CRC	
Date June 13, 2006	Signature of Vocational Prov	vider (3)

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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	FNTS
COMM	
Date	Physician's Signature

Physician's Name Printed

PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:

Port of Seattle Employee Health & Safety Department at (206) 787-3406