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Comprehensive Vocational Assessment Report (CVAR)

Job Title	Noise Remedy 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:



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

Essential Functions: 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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***CVAR: Noise Remedy Administration Specialist – SeaTac Field Office
DOT #219.362-010***



Work Station



Copier / Work Area



Work Area / Front Receptionist Desk Copier

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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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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.

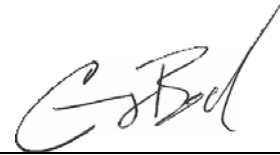
Analysis was done on the job site? Yes No

Job Analysis Reviewed By:

Jazzi Richardson, Manager
Sandy Lampard

Completed by Vocational Provider Craig Bock, M.A., CRC

Date June 13, 2006 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 VIA FACSIMILE TO:

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