

**Department of Human Resources**

Employee Health & Safety Division
Disability Services Section
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX
www.kingcountv.gov

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Health and Environmental Investigator II-Food and Facilities Program		
Department:	Public Health, Seattle-King County	Division:	Environmental Health
DOT Title:	Inspector, Sanitary	DOT #:	168.267-042
SVP:	6	Requestor:	Carol Gordon
Worksite Address:	401 5 th Ave, 11th Floor Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Shauna Cartwright 206-263-8460 shauna.cartwright@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 9/10/19
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

This position will primarily conduct routine inspections in the Food & Facilities Protection Program including permanent food establishments, mobile food establishments, temporary food events, and inspections of pools, schools and other facilities as required.

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Job Specific Requirements:

1. Provides education, technical assistance, and regulatory compliance advice to the food industry, the public and the media, translating technical and regulatory information to a variety of audiences.
2. Conducts routine inspections to ensure compliance with current Food & Facility Protection regulations.
3. Responds to complaints from the public. Performs food-borne illness investigations.
4. Updates and uses computerized data management systems.
5. Maintains accurate field records, write reports, makes recommendations for follow-up actions based upon findings of investigations.
6. Some positions may perform beach sampling.
7. Participate in peer review inspections randomly assigned throughout King County one day every other month

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

The successful candidate must possess a Bachelor's degree in Environmental Science or equivalent. In order to successfully pass the one-year probationary period, the successful candidate must demonstrate satisfactory performance of the duties of the position AND possess or obtain a Registered Sanitarian certificate with either the Washington State Board of Registered Sanitarians (WSBRS, see <http://www.wsbrs.org>), or the National Environmental Health Association (NEHA, see <http://www.neha.org>). Upon successful completion of the one-year probation, the successful candidate will be reclassified as a Health & Environmental Investigator II.

Other qualifications include:

Knowledge of public health principles, disease prevention principles, and environmental health regulations.



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Effective written and oral communication skills.

Effective conflict resolution skills.

Skill in maintaining accurate records, including entering results of investigations into computer databases.

Skill in the use of basic MS Office programs (Outlook, Excel, Word) and Envision.

Excellent presentation skills including the ability to translate complex technical information to a variety of audiences.

Skill in performing complex environmental health investigations.

The selected candidate must pass a pre-employment medical examination and a thorough background investigation.

Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Slip resistant shoes. There is also an emergency kit in the trunk of the County vehicle.

County vehicle, measuring equipment, files, laptop, smart phone, information packets, infrared thermometer, calculator, GPS, thermocouples, pH strips, sanitizer wipes, pool test kits, thermo sensitive tape, sampling kit, flashlight, alcohol wipes, computer, Microsoft Office software including Access, fax machine, scanner, copy machine and telephone.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	Days Per Week
		FLSA Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No

Work Pattern (continued)

The employee has the option to work four ten-hour days, five eight-hour days or a nine-eighty work schedule option; with some rotating evenings and weekends. The employee also has a flex schedule with the core hours of business are between 6:30am and 6:00pm. Alternate work schedules are available upon request and supervisor approval.

Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Lifting floor – waist						Up to 5 sec./time, 1 min. total while reaching for objects on lower shelves, taking samples, etc.
Lifting waist–shoulder						Up to 5 min./time, 2 hrs. total while manipulating lids on refrigerators/coolers, equipment bag/briefcase, sampling bottles, documents, reports and various hand tools.
Lifting above shoulder	X					



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Carry (Distance/Surface)				1-10*		Up to 1 hr./time, 5-6 hrs. total, with 1-10 lbs. while carrying safety equipment, laptop, paperwork, test kits and smart phone while performing facility walkthroughs.* Employee can choose to reduce amount carried when performing inspections by bringing less equipment.
Pushing/Pulling (Distance/Surface)		20				Up to 20 sec./time, with a force of up to 20 lbs., for up to 5 min./total while opening and closing doors (both interior and exterior), manipulating items in refrigerators.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X	Up to 2 hrs./time, 6 hrs. total while performing computer duties, completing paperwork and driving a County vehicle as well as when answering the telephone lines.
Standing			X			15 min./time, 2 hrs. total on flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground while conversing with property owners and co-workers as well as inspecting properties and writing up inspection reports. Occasionally, the employee conducts educational sessions which could include standing up to 1 hr./time, 3 hrs. total in a shift.
Walking				X		up to ½ mile for up to 1 hour at a time and up to 4 hours total on multiple surfaces that may include flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground. Walking most commonly occurs while performing facility walkthroughs, as well as walking between vehicle and facility.
Perform Work on Ladders		X				Rarely up to 15" for 10 sec./time, 20 sec. total while traversing a ladder in/out of a pump room.
Climbing		X				Up to 20 sec./time, 5 min. total while inspecting/traversing food, pool and school facilities. This can include climbing in/out of mobile food facilities, stairs, uneven ground, inclines, etc.
Balancing				X		Up to 1 hr./time, 4 hrs. total on multiple surfaces that may include gravel, rocks, vegetation, dirt, mud, oil, grass, substandard structures, and wet or frozen ground in a work shift while performing facility walkthroughs looking at various aspects of the facility including loading docks. Traverses kitchens that may have slick or oily floors. Walks pool-side and collects samples from edge of pool or hot tubs.



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	N	S	O	F	C	
Stooping / Bending		X*				Up to 30 sec./time, 15 min. total on flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground while taking pool samples, removing files from file cabinet, inserting paper in to copy machine, inspecting low areas in/around businesses, reading labels on containers and inspecting areas behind containers, under counters, in pump rooms, in mechanical rooms, in refrigerators and in walk-in coolers. *The employee might be able to reduce bending/stooping by alternating with crouching or kneeling.
Twisting at Neck		X				Up to 15 sec./time, 15 min total while driving, inspecting low areas, inspecting pump rooms, etc.
Twisting at Waist		X				Up to 15 sec./time, 15 min total while driving, inspecting low areas, inspecting pump rooms, etc.
Squatting / Kneeling		X*				Up to 30 sec./time, 15 min. total on flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground while taking pool samples, removing files from file cabinet, inserting paper in to copy machine, inspecting low areas in/around businesses, reading labels on containers and inspecting areas behind containers, under counters, in pump rooms, in mechanical rooms, in refrigerators and in walk-in coolers. *The employee might be able to reduce crouching by alternating with bending/stooping or kneeling.
Crawling	X					
Reach waist to shoulder					X	Up to 1 hr./time, 6 hrs. total while performing computer duties, manipulating food products, checking temperatures, completing paperwork, inspecting facilities, taking notes and driving a County vehicle.
Reach above shoulder		X				Up to 5 sec./time, 1 min. total while inspecting and moving containers in order to read the labels, checking temperatures, opening refrigerator doors; writing on a board for classes.
Reach below waist		X				Up to 10 sec./time, 15 min. total while taking pool samples, removing files from file cabinet, inserting paper in to copy machine, inspecting low areas in/around businesses, reading labels on containers and inspecting areas behind containers, under counters, in pump rooms, in mechanical rooms, in refrigerators and in walk-in coolers.
Keyboarding			X			Up to 10 min./time, 2.5 hrs. total while completing reports.
Wrist Flexion/Extension		X				Up to 3 sec./time, 15 min. total while taking pool samples, removing files from file cabinet, inserting paper in to copy machine, inspecting low areas in/around businesses, reading labels on containers and inspecting areas behind containers, under counters, in pump rooms, in mechanical rooms, in refrigerators and in walk-in coolers.



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	N	S	O	F	C	
Handle/Grasp					X	Up to 2 hrs./time, 6 hrs. total while manipulating containers and bottles to read the labels; sampling equipment, office supplies, flashlight, thermometer and clipboard. The employee also handles while manipulating kitchen and pool equipment. Driving.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 2 hrs./time, 6 hrs. total while manipulating documents, equipment and test kits as well as writing as well as using a calculator, computer mouse, pen/pencil and keyboard.
Hand Controls					X	Up to 2 hrs./time, 6 hrs. total while driving a County vehicle to inspection sites within King County and operating equipment such as a computer mouse, test kit, flashlight, and presentation materials.
Foot Controls				X		Up to 1.5 hr./time, 4 hrs. total while driving.
Repetitive Motion			X			Body Part: Hands Cycles/hr: 250+
Vibratory Tasks – High	X					
Vibratory Tasks – Low		X				Rarely driving on dirt or rough roads.
Talking					X	Up to 1.5 hrs./time, 7 hrs. total while conversing about duties and providing directions and instructions, as well as speaking with owners/managers/employees of businesses and conducting presentations. The employee also talks when providing customer service on telephone and EH Division peers and other staff.
Hearing						Up to 2 hrs./time, 7 hrs. total while conversing about duties and providing directions and instructions, as well as speaking with owners/managers/employees of businesses and conducting presentations. The employee also uses hearing when providing customer service for the telephone lines.
Visual – Near Acuity				X	X	Computer, text/labels, performing inspections.
Visual – Far Acuity				X		Driving, performing inspections.
Visual – Depth Perception				X		Driving, performing inspections.
Visual – Color Discrimination		X				Swimming pools colorimeter test results.
Visual – Accommodation				X		Driving, performing inspections.
Visual – Field of Vision				X		Driving, performing inspections.
Exposure to Weather			X			Performing inspections, traveling between car and inspection sites.
Extreme Cold		X				Refrigerators, Freezers.
Extreme Hot			X			Ovens, fryers, grills, stoves, etc. in restaurants etc. Possibly in mechanical rooms.
Wet and / or Humidity			X			Dishwashers, pool facilities.
Proximity to Moving Mechanical Parts			X			Commercial dishwashers, vehicles, mixers, blenders, etc.
Exposure to Explosives		X				Pump rooms may have various chemicals with explosive potential if mixed with other chemicals.



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	N	S	O	F	C	
Atmospheric Conditions		X				Smoke, dust, fumes from chemicals in pump rooms.
Exposed Heights		X				Ladders, empty pools and loading docks.
Exposure to Electricity		X				Substandard facilities.
Exposure to Toxic / Caustic Chemicals		X				Pump rooms may have various chemicals with explosive potential if mixed with other chemicals.
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Work environment varies from a quiet office to pump rooms with mechanical equipment, or kitchens with fans, etc.
Other:						

Analyst's Comments:

The employee may be able to ask for assistance for lifting when performing inspections. Managers, employees, etc. are available to help on most occasions.

Possible Employer Modifications:

Sample collection stick to reduce squatting/kneeling to obtain pool samples.
Mirror on stick to reduce squatting/kneeling when inspecting low areas.
Knee pads.

Update Comments (if applicable):



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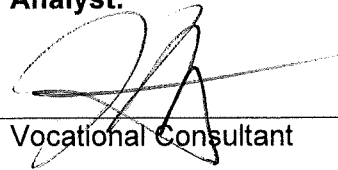
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Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. 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.

Analyst:



Vocational Consultant

9/17/19

Date

Update (if applicable):

Vocational Consultant

Date

Employer Verification:



Name

9/17/19

Date

Employee Verification: (optional)

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- ☐ Attending Physician ☐ Consulting Physician ☐ Pain Program Physician
☐ IME Physician ☐ PCE Therapist ☐ OT / PT Therapist ☐ PEP Physician