



**OFFICE OF STATE HUMAN RESOURCES
POSITION DESCRIPTION FORM**

Name of Employee: **Janie Judd**

Position Number: **60012929**

Classification Title: **Administrative Specialist I**

Salary Grade or Banded Level: **GN06**

Working Title of Position: **Administrative Specialist**

Section / Unit: **Boiler Safety Bureau**

Name of Immediate Supervisor: **Allison Jay**

Supervisor's Position Title and Number:

Work Schedule (i.e. Monday-Friday, rotating shifts, etc.):

Monday – Friday

Work Hours (i.e. 8:00 am-5:00 pm, etc.):

The normal work schedule is eight hours a day Monday through Friday between the hours of 6am and 7pm.

Primary Purpose of the Organizational Unit:

The Boiler Safety Bureau of the Department of Labor, under the direction of the North Carolina Commissioner of Labor, is charged with the responsibility for administering North Carolina General Statute, Chapter 95, Article 7A, known as the Uniform Boiler and Pressure Vessel Act of North Carolina. Activities include but are not limited to inspecting boilers and pressure vessels to insure compliance with the Uniform Boiler and Pressure Vessel Act of North Carolina and the North Carolina Administrative Code, Title 13, Chapter 13.

Primary Purpose of the Position:

The primary purpose of this position is the diligent evaluation of electronic and hard copy inspection data for accuracy and completeness. This requires good cognitive reasoning, concentration and close attention to detail to avoid a corrupted database.

Changes in Responsibilities and/or Organizational Relationship Since the Position Was Last Classified

Describe in detail the major functions of this position as well as the duties and responsibilities required for each of those functions. In the small left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place an asterisk (*) next to each essential duty/function as defined by the Americans with Disabilities Act.%

Description of Work:

*1. 70% Inspection Processing and Review: Inspections are split between state and insurance inspectors. Some, but not all, insurance companies subscribe to the same inspection processing system as the state. (These companies are referred to as "subscribers" below.) Approximately one third of all insurance inspections are submitted by subscribers. As a result, inspections submitted to the Boiler Safety Bureau fall into three categories: electronic reports, paper reports and reports submitted by attaching to an email. Electronic reports are submitted by state inspectors and subscribers. Paper reports and email reports are submitted by non-subscribers. The review process includes these steps:

- Electronic reports are staged in a review queue after being input by the inspector directly into JO. The Processing Assistant IV reviews each report for accuracy against state laws and rules; for integrity

against the inspection schedule for the object under inspection; and for accuracy of the object's location and owner data. Inspections with discrepancies are electronically rejected back to the submitting inspector for correction and submitted to final review by the Processing Assistant IV upon return.

- Paper reports and email reports (from non-subscribers) are received via mail and sorted by insurance company. The Processing Assistant IV compares the paper report to the object history in the database for integrity against the inspection schedule for the object under inspection; reviews the inspection's accuracy; and for the accuracy of the object's location and owner data. Inspections with discrepancies are rejected back to the submitting inspector via mail or resolved via phone/email communications with the submitter. Once all discrepancies are resolved satisfactorily, the inspection is keyed into the database by the Processing Assistant IV on behalf of the non-subscribing inspector.

- Verification for accuracy of inspection reports to include NC number, National Board number, object type and use, manufacturer and year built, maximum allowable working pressure, safety valve relief pressure, location of object in plant, inspector name and commission number, location name and address, and valid contact information (owner, primary, "mail invoice to" and "mail certificate to"). These are minimum requirements for each inspection report.

*2. 15% Public Contact: The Processing Assistant IV interfaces with the public by telephone, electronic means, and in writing. The Processing Assistant IV researches data for information requested on follow-ups, repairs, contractors request, shop inspection, confirmation on insurance coverage changes, out of service equipment, and specific information relating to inspection site such as location, telephone etc. There is daily contact is with internal staff, deputy inspectors, inspector supervisors, insurance companies and their representatives, contractors, boiler and pressure vessel owner-user, government agencies from other states, and other interested parties. It is important that the Processing Assistant IV presents positive and professional image required by the bureau in the performance of duties. The Processing Assistant IV should express good verbal communication and have the ability to listen attentively. Maintain a pleasant attitude and give concise accurate information.

*3. 10% Reports: State inspector daily reports are reviewed and categorized to appropriate groups: shop inspection reports, contractors request inspection reports, follow-up/repair inspection reports, special inspection reports, and out of use inspection reports. Daily, weekly, and monthly records are maintained for management reports reflecting the overall productivity of the unit. The Processing Assistant IV uses the data from the daily reports to prepare a monthly status report for each assigned Inspector that is used in by management for planning and performance evaluation.

*4. 5% Various Tasks: The Processing Assistant IV is assigned various tasks that include:

- Processing incoming and outgoing mail.
- Printing and mailing invoices.
- Printing and mailing violation notices.
- Drafting and issuing penalty worksheets.
- Purchase of equipment and supplies.
- Handle incoming calls to Bureau.
- Draft and review standard operating procedures.

Competencies, Knowledge, Skills and Abilities Required in this Position:

The Processing Assistant IV must possess the ability to communicate effectively both orally and in writing and be able to gather information from a variety of resources and independently answer inquiries.

1. Accuracy Required in Work: Due to the highly technical and intense complexity of the work and equipment, accuracy is mandatory in order to eliminate unexpected and costly expenditures for computers and technical equipment, loss of data or system downtime.

2. Consequence of Error: The major consequence of error by the Processing Assistant IV would be the delay of the Bureau inspection agenda. Error may also result in excessive cost for equipment/software, cause inaccurate data or system downtime.

3. Instructions Provided to Employee: The Processing Assistant IV usually works independently from standard operating procedures.

4. Guides, Regulations, Policies and References Used by Employee:

- North Carolina Department of Labor and Bureau Policies and Procedures
- SIPS Statewide Policies and Procedures
- The Uniform Boiler and Pressure Vessel Act of North Carolina and Administrative Rules
- The National Board of Boiler and Pressure Vessel Inspectors

- NB 23 National Board Inspection Code
- ASME Boiler and Pressure Vessel Code
 - Technical and professional journals and books
5. Supervision Received by Employee: The Processing Assistant IV receives supervision from the Assistant Bureau Chief and on a case by case basis, from the Chief.
6. Variety and Purpose of Personal Contacts: The Processing Assistant IV interacts with support staff, state inspectors, insurance inspectors, the public, various in-state and out-of-state government agencies, and other interested parties, including communication with department and division management for clarification and definition of agendas and requirements. It is extremely important that all contact be positive and makes the appropriate professional impression.
7. Physical Effort: Typical office operations. Must be able to lift a case of paper (approximately 35 lbs.) Occasional bending and stretching to perform miscellaneous computer hardware maintenance. A physical activity checklist is attached.
8. Work Environment and Conditions: Work is conducted primarily in a local office environment, but includes infrequent interaction with and visits to field inspectors performing inspections. Workplace hazards include dust, vapor fumes, hot/cold conditions, moving objects, hazardous machinery, electrical, radiant/thermal energy, slippery and heights on an intermittent (not daily) basis.
9. Machines, Tools, Instruments, Equipment and Materials Used: Requires knowledge and demonstrated ability in use of the following areas: Databases: On Base, Oracle and Microsoft Access; Operating Systems: Unix and Windows. In-depth knowledge of Jurisdiction Online software is imperative. The Processing Assistant IV is required to have knowledge of a variety of computer peripheral devices from a variety of manufacturers including personal computers, laptops, PDAs and printers. Mastery of typical office equipment such as folding machines, faxes and postal scales is required.
10. Visual Attention, Mental Concentration and Manipulative Skills: The highly technical nature and intense complexity of work involved requires accuracy to reduce costs, loss of data, and downtime. Attention to detail and ability to maintain concentration for long periods of time are required in addition to diverse manipulative skills.
11. Safety for Others: The activities conducted pose little direct hazard to others.
12. Dynamics of Work: This position is subject to constant/dramatic changes due to program agenda objectives and technology.

Education and Experience Required:

High school diploma or General Educational Development (GED) diploma and two years of related administrative experience; or equivalent combination of education and experience.

What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?

License or Certification Required by Statute or Regulation:
None

Is a license or certificate required? What kind and type?

Janie M Judd 4/30/19
Employee's Signature/Title Date

Allison Jay 30 Apr 2019
Supervisor's Signature/Title Date

**Supplemental Information to Assist Organizations
In their Compliance with the Americans with Disabilities Act (ADA)**

**CHECKLIST FOR
PHYSICAL ACTIVITIES AND REQUIREMENTS, VISUAL ACUITY, AND
WORKING CONDITIONS OF THE POSITION**

1. The physical activity of this position

A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. **Yes**

B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Yes**

C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Yes**

D. Kneeling: Bending legs at knee to come to a rest on knee or knees. **Yes**

E. Crouching: Bending the body downward and forward by bending legs and spine. **Yes**

F. Crawling: Moving about on hands and knees or hands and feet. **Yes**

G. Reaching: Extending hand(s) and arm(s) in any direction. **Yes**

H. Standing: Particularly for sustained periods of time. **Yes**

I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Yes**

J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Yes**

K. Pulling: Using upper extremities to exert force in order to drag, haul, or tug objects in a sustained motion. **Yes**

L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Yes**

M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. **Yes**

N. Grasping: Applying pressure to an object with the fingers and palm. **Yes**

O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips. **Yes**

P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly. **Yes**

Q. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.

Yes

R. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers. **Yes**

S. Smelling: **No**

2. The physical requirements of this position: **Medium work**

A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

B. Light work: Exerting up to 20 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

C. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

D. Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

E. Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently and/or in excess of 10 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field of vision: A

A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing; viewing a computer terminal; extensive reading; visual inspections involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

B. The worker is required to have visual acuity to perform an activity such as : operated machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.

C. The worker is required to have visual acuity to operate motor vehicles or heavy equipments.

D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) Or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The conditions the worker will be subject to in this position:

A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes. **Yes**

B. The worker is subject to outside environmental conditions: No effective protection from weather. **No**

C. The worker is subject to both environmental conditions: Activities occur inside and outside.

D. The worker is subject to extreme cold: Temperatures typically below 12 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as

wind and humidity. **No**

E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity. **No**

F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the noise level. **No**

G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body. **No**

H. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals. **No**

I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation. **No**

J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids. **No**

K. The worker is required to wear respirator. **No**

L. The worker is frequently is in close quarters, crawl space, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia. **No**

M. The worker is required to function in narrow aisles or passage ways. **No**

N. The worker is exposed to infectious diseases. **No**

O. The worker is required to function around prisoners or mental patients **No**.

P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). **No**

Q. The worker is exposed to blood borne pathogens. **No**

R. Cognitive/Mental Capabilities:

Comprehension:

Organization:

Decision Making:

Communication:

Adrian Jay 30 Apr 2019
Immediate Supervisor's Signature / Date

Janie M Judd 4-30-19
Employee's Signature / Date

Corey Dawkins 5-1-2019
Section or Division Manager's Signature / Date

ESSENTIAL JOB FUNCTIONS

Title:

I have read, understand and can perform the essential functions of this job with or without an accommodation.

Jamie M. Gidd
(Employee)

4-30-19
(Date)