

JPS

From: Dowler, Todd DowlerT@wsdot.wa.gov
Subject: RE: Stacy Trussler
Date: May 15, 2015 at 1:44 PM
To: Jack Sheridan jack@sheridanlawfirm.com
Cc: Knoll, Thomas (ATG) ThomasK@ATG.WA.GOV, DaphneSchneider@comcast.net, Mark Rose mark@sheridanlawfirm.com, Patti Lane patti@sheridanlawfirm.com, Ashalee May ashalee@sheridanlawfirm.com



Hi Jack,

I responded to your questions in blue font. I hope my responses are useful. Please feel free to contact me if you have additional questions. I look forward to meeting with you and Stacy.

Todd

From: Jack Sheridan [mailto:jack@sheridanlawfirm.com]
Sent: Thursday, May 14, 2015 9:18 AM
To: Dowler, Todd
Cc: Knoll, Thomas (ATG); DaphneSchneider@comcast.net; Mark Rose; Patti Lane; Ashalee May
Subject: Re: Stacy Trussler

Todd,

Thanks for the email. I'm pleased we are moving forward on her return to work. Could you help clarify some facts for me, so we can better understand the State's intentions regarding a transition.

- What is Stacy's current job title? Stacy is currently the Director of the Urban Planning Office.
- What do you consider to be the essential functions of that position? Attached is a copy of her most recent position description and the questionnaire HR Consultant Heidi Mabbott developed to send to Stacy's medical providers. The questionnaire lists the essential functions.
- I understand that Stacy was sent to her "home assignment" because she was being investigated for disciplinary purposes. Is that your understanding? Stacy was placed on home assignment when we began the investigation concerning allegations of her misconduct – the investigation triggered the home assignment.
- Is her return to work related to any decisions already made regarding her disciplinary status? We have not made a decision regarding the alleged misconduct. We will not address this issue until after we receive Daphne's report.
- She can return to work full time with accommodation. Is that a problem? We have full time work available and will need additional information on what accommodation is necessary.

I am working with Stacy on all aspects of her case, including issues pertaining to reasonable accommodation. I have the following questions:

- Is it the State's position that she needs to be evaluated for accommodation as though she is being accommodated for the first time? We were evaluating her for accommodation per her written request she submitted on March 24, 2014.
- Does the State doubt whether she suffers from Traumatic Brain Injury? No.
- What does the State want done before she is accommodated? Participate in the interactive process which includes allowing us to discuss her disability with her medical providers so we can learn more about her abilities and the nature and extent of any restrictions.

If you could answer these questions before we meet, it will make the meeting more productive.

Thanks

485

Jack

Jack Sheridan
Sheridan Law Firm, P.S.
705 2nd Ave., Suite 1200
Seattle, WA 98104
Tel: 206-381-5949
Cell: 206-931-7430

On May 13, 2015, at 4:06 PM, Dowler, Todd <DowlerT@wsdot.wa.gov> wrote:

Hi Mr. Sheridan,

Stacy emailed me and said you planned to give me a call to talk about her case and a plan to return her to work. I am about to head home (my son has a baseball game tonight) so if you want to talk tonight you can reach me on my cell phone (360) 705-7037 or we can talk tomorrow. I am pretty flexible with my schedule tomorrow from 9 AM to 1 PM.

These are the topics I would like to talk with Stacy about:

- 1) Transitioning her from her home assignment into an alternate assignment - we currently have these potential options:
 - a. Assisting with the Washington Transportation Plan,
 - b. Assisting with the Tolling Report (Study),
 - c. Assisting with the I-405 Corridor Program.

If none of these options match her needs and she chooses not return to work, we will need to know how to treat her leave. She can use her own leave or I can work with her on a leave of absence. Also, if there are other work opportunities she would like me to explore within WSDOT, I would be happy to do so.

- 2) There are planned changes concerning the Urban Planning Office that may be announced in the near future. I want her to be the aware of these changes when they are ready to be announced. Please let me know the best way to communicate with her. My preference is for us to call her directly so that we may answer any questions she may have.
- 3) I will also need to know if you are assisting Ms. Trussler with her Reasonable Accommodation request or if Mr. Higgins is still managing this issue. The reason I am asking is our AAG has been in contact with Mr. Higgins and is waiting on Mr. Higgins to provide additional information.

Thanks!

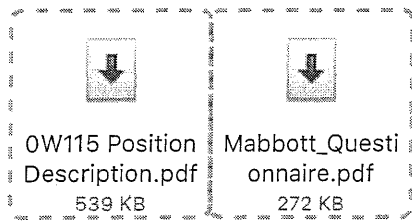
Todd Dowler

WSDOT Labor Relations and HR Operations Manager

dowlert@wsdot.wa.gov

Work: 360-705-7037

Cell: 360-580-8495



OW115 Position
Description.pdf
539 KB

Mabbott_Questi
onnaire.pdf
272 KB

336000 RECEIVED

Washington Management Service (WMS) Position Description

2013 JUL -8 AM 9:41

HQ HUMAN RESOURCES

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Urban Planning Office Director	Position Number: 0W115 / WMS4	
Incumbent's Name (If filled position): Stacy Trussler	Agency/Division/Unit: WSDOT/Strategic Planning Division/Urban Planning Office	
Address Where Position Is Located: 401 Second Ave S, Suite 300 Seattle, WA 98104	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: HR Completes Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Brian J. Smith, Director, Strategic Planning Division	Supervisor's Phone: 360-705-7958	
Organizational Structure		
Summarize the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart). This was typically previously identified in the 'Position Objective' section of the old form as background.		
The Urban Planning Office (UPO) Director is a senior level manager who reports to the Director of Strategic Planning, who reports to the Assistant Secretary for Strategic Planning and Finance.		
Position Objective		
Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. This was previously identified in the 'Position Objective' section of the old form.		
The UPO Director is directly accountable for directing and controlling operations, development, delivery and results of all programs and services related to transportation planning activities for the Department in the Central Puget Sound Region. The position has direct accountability not shared with any other position at the same organizational level, but only with the position's supervisor. The four-county Central Puget Sound Region represents over half the state's population and economic activities and, as such, has numerous complex transportation challenges having statewide implications. Impact and consequence of error affect a major statewide constituency and operation effectiveness of the Central Puget Sound, where risk of failure to fulfill results is critical to the Departments effectiveness and fulfillment of the agency mission, purpose and strategic viability.		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks. Functions listed in this section are primary duties and are fundamental to why the position exists. This was previously identified in the 'Principal Responsibilities' section of the old form.		
This position has three primary duties:		
<ol style="list-style-type: none"> 1) Directs the UPO office, a formally identified organizational agency subdivision, established in 1992 by the legislature to consolidate the Department's planning efforts in the Central Puget Sound Region, the most heavily populated and most congested region in the state. 2) Represents the Secretary and WSDOT programs, projects, policies and positions within the Central Puget Sound Region as a voting member on numerous politically sensitive boards and committees. 3) Develops UPO strategic direction by overseeing three specialized UPO divisions with the focus to prepare relevant, timely, and accurate information useful to inform performance based corridor investments. Directs three technical teams within UPO (Traffic and Toll Modeling, Corridor Studies and Plans, and Systems and Policy). 		



Accountability – Scope of Control and Influence

This was previously identified in the 1st section of 'Nature & Scope' of the old form.

Provide examples of the resources and/or policies that are controlled and influenced.

Resources and/or policies are controlled and influenced in three primary areas:

- 1) Establishes the direction for most WSDOT's transportation long-range policy development in the Central Puget Sound Region, the most heavily populated and most congested region in the state. Directs and provide leadership for UPO, which is responsible for developing and implementing the Department's long-range regional sub-regional transportation planning program within the four-county (King, Pierce, Snohomish and Kitsap) Central Puget Sound Region, the most populous, politically and economically active region in the state. Guides development of the office so that WSDOT continues to be recognized as a significant entity in shaping regional transportation policies and programs. Works with the Secretary's Office, Strategic Planning, Tolling Division, Northwest and Olympic Regions, and other WSDOT divisions to refine and implement WSDOT's congestion relief strategy, the Moving Washington Program. Provides system analyses to support WTP and HSP development and updates. Works with other WSDOT divisions to ensure freight-, TDM-, and transit-related strategies are accurately represented in the Regional Transportation Plan and the State HSP.
- 2) Represents the Secretary and WSDOT programs, projects, policies and positions within the Central Puget Sound Region as a voting member on numerous politically sensitive boards and committees including: The PSRC Transportation Policy and Executive Boards, Regional Staff Committee, Regional Project Evaluation Committee, Eastside Transportation Partnership (east King County), SeaShore Transportation Forum (Seattle and north King County), South County Area Transportation Board (south King County), Infrastructure Coordinating Committee (Snohomish County), Regional Access and Mobility Partnership (Pierce County), and the Kitsap Regional Coordinating Committee. Represents the Department's planning activities in the Central Puget Sound Region, ensuring that WSDOT's state-wide policy interests are recognized in regional decision-making. Works closely with local and regional elected officials and as a peer with agency officials (over 85 local jurisdictions – cities, counties, transit agencies). Communicates the state's position of various transportation related issues with management of local jurisdictions and agencies, the business community, community groups, the media, and private citizens. Ensures that the states' interests are recognized and incorporated in decision making in the regional and local forums in areas such as the award and allocation of federal grant funds, development of the Regional Transportation Plan (Transportation 2040), decisions by the Regional Transit Authority (Sound Transit), and climate change laws/policies. Serves as the primary point of contact for the coordination of climate change strategies in the Puget Sound region to reduce green house gas emissions consistent with adopted state law.
- 3) Develops UPO strategic direction by overseeing three specialized UPO divisions with the focus to prepare relevant, timely, and accurate information useful to inform performance based corridor investments. Directs three technical teams within UPO (Traffic and Toll Modeling, Corridor Studies and Plans, and Systems and Policy). The Traffic and Toll Modeling Manager oversees expert level traffic and toll modeling analysis used to support existing and future traffic demand analysis as well as use of tolls to manage traffic demand and to raise capital revenue. The Corridor Studies and Plans Manager, working with multi-jurisdiction stakeholder groups, oversee analysis of multi-modal transportation solutions looking 30 years into the future. The Systems and Policy Manager provides multi-modal policy advice to the UPO Director in support of Puget Sound Regional dialogue and leads alternative fuels research and grant applications.

Describe the scope of accountability; i.e., office, unit, division, region, etc.

There are three primary areas of accountability:

- 1) Establishes the direction for most WSDOT's transportation long-range policy development in the Central Puget Sound Region, the most heavily populated and most congested region in the state.
- 2) Represents the Secretary and WSDOT programs, projects, policies and positions within the Central Puget Sound Region as a voting member on numerous politically sensitive boards and committees including: The PSRC Transportation Policy and Executive Boards, Regional Staff Committee, Regional Project Evaluation Committee, Eastside Transportation Partnership (east King County), SeaShore Transportation Forum (Seattle and north King



County), South County Area Transportation Board (south King County), Infrastructure Coordinating Committee (Snohomish County), Regional Access and Mobility Partnership (Pierce County), and the Kitsap Regional Coordinating Committee.

3) Develops UPO strategic direction by overseeing three specialized UPO divisions with the focus to prepare relevant, timely, and accurate information useful to inform performance based corridor investments. Directs three technical teams within UPO (Traffic and Toll Modeling, Corridor Studies and Plans, and Systems and Policy).

Describe the potential impact of error or consequence of error (Impacts unit, division, agency, state); i.e., dollars, laws, liability, legislation, politics, safety, risk, death, etc.

The particularly risky decisions include: 1) exceptionally sensitive political situations; 2) consensus-building work that is heading in a direction that is contrary to WSDOT policy or interests; 3) issues on which there is appearing to be a significant difference of opinion between decisions being formed by consensus and key elected officials; 4) lost opportunities to obtain grant funds for which a significant WSDOT commitment is necessary; and 5) when to bring others at the executive or legislative levels into an element of a project that may be experiencing difficulties.

Consequences of bad decisions include: 1) poor Department political relations with other elected officials; 2) region-wide strategies moving forward contrary to WSDOT policy or interests; 3) no region-wide consensus with strategies to implement; 4) missed funding opportunities; 5) unmanaged/uninformed executive and legislative engagement.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources. This was previously identified in the 'Budget' sections A & B of the old form.

Operating budget controlled.

Responsible for the UPO office budget. Signature authority per the Delegation Memo.

11-13 Biennium

T (Planning): \$2,714,000

I (and other Programs): \$2,000,000

Total: \$4,714,000

Other financial influences/impacts.

This position approves major purchases including large consultant contracts and in-state authorization and vouchers, and payment vouchers per the most current Delegation Memo.

This position provides a leadership role in the development, prioritization, and implementation of Puget Sound Regional Council's regional transportation plan, called Transportation 2040. Transportation 2040 (in 2008 dollars) ranges from \$189 billion for the constrained portion of the plan to \$225 billion for the full plan.

This position provides a leadership role for the Department's long-range transportation plans and the 10-year Capital Investment Program. These transportation plans are considered by OFM, Governor, and the Legislature when contemplating transportation capital investments and funding proposals.

Supervisory Responsibilities

This was previously identified in the 'Financial Dimensions - Positions' section of the old form.

Supervisory Position: Yes ☒ No ☐

If yes, list the total positions managed and highest position title.

The highest class managed is a WMS4 position, this position has 5 direct reports and 12 indirect reports.



Decision Making and Policy Impact

This was previously identified in the 2nd section of 'Nature & Scope' of the old form.

Explain the position's policy impact (applying, developing or determining how the agency will implement).

This position directs an office that has the primary responsibility for the Department for development and implementation of WSDOT's policies and positions in areas such as system and corridor planning, local and regional planning, special transportation studies, value pricing (support role), STP/CMAQ/FTA/FHWA grant applications, the HOV program, route jurisdiction transfers, regional airport decisions (support role), regional transportation improvement program issues, climate change issues and directives, local and regional transit plans (support role), regional TDM activities (support role), and integration of WSDOT programs and policies in to local comprehensive plans. Because of the Central Puget Sound's demographic, political and economic importance in Washington, these activities have statewide implications and impact. This position provides a leadership role for the Department's long-range transportation plans and the 10-year Capital Investment Program in the Central Puget Sound. Solutions must be continually coordinated with regional and local planning efforts and requires their concurrence. Projects and priorities feed the Department's Programming and Project Development divisions.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

Yes, this position is responsible for making significant recommendations due to expertise and knowledge. This position directs three specialty teams within UPO (Traffic and Toll Modeling, Corridor Studies and Plans, and Systems and Policy). Long range (30 year horizon) transportation investment recommendations are made to Department executives (the Regional Administrators for Northwest and Olympic regions, Director of Strategic Planning, and Director of Capital Programs and Management), key local officials, and the legislature. Toll operations and financing feasibility recommendations are made to the Department executives (Assistant Secretary of Strategic Planning and Finance and the Toll Division Director), Transportation Commission, and the legislature. Systems and Policy recommendations are made to the Puget Sound Regional Council, a body of elected officials, and Department executives.

Explain the major decision-making responsibilities this position has full authority to make.

This position's authority for making decisions is granted from the Assistant Secretary of Strategic Planning and Finance through the Director of Strategic Planning to the Director of Urban Planning. Refer to the current Delegation Memo for authorities, as the Delegation Memo authorities are updated on a regular basis. This position has appointing authority for personnel actions and up to \$100K authority for invoices and purchases.

Decisions and judgments made at the UPO Director's level have long term (30+ years) impact on the Department's mission and operational effectiveness. Significant risk is involved in decisions and judgments requiring analysis in unknown and unexplored areas having widespread effect on the Central Puget Sound Region, representing more than half of the state's population. This includes commitments made to other jurisdictions and decisions on policies and positions under consideration by boards and committees in the region. Decisions on the priorities of the office and strategies to implement those priorities are made at this level.

The incumbent would regularly discuss with the Strategic Planning Director: 1) particularly sensitive political situations; 2) consensus-building work that may be heading in a direction that is contrary to prior stated WSDOT policy or interests; 3) issues on which there is appearing to be a significant difference of opinion between decisions being formed by consensus and key elected officials; 4) opportunities to obtain grant funds for which a significant WSDOT commitment is necessary; and 5) when to bring others at the executive or legislative levels into an element of a project that may be experiencing difficulties.

Staff and/or consultants would primarily come to the UPO Director for decisions in the following situations: 1) for deviations from the work plan and budget they have developed; 2) for review of potentially sensitive public documents; 3) in responding to elected officials or senior agency staff; 4) for decisions regarding who should respond to media inquiries; 5) when significant disagreements evolve between key agencies and stakeholders; 6) for interpretation of state



policy; and 7) approval of invoices.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

Decisions and judgments made at the UPO Director's level are strategic and have long term (30+ years) impact on the Department's mission and operational effectiveness. Significant risk is involved in decisions and judgments requiring analysis in unknown and unexplored areas having widespread effect on the Central Puget Sound Region, representing more than half of the state's population. This includes commitments made to other jurisdictions and decisions on policies and positions under consideration by boards and committees in the region. Decisions on the priorities of the office and strategies to implement those priorities are made at this level.

What are the risks or consequences; i.e., impact/outcome (good or bad) of the recommendations or decisions?

The particularly risky decisions include: 1) exceptionally sensitive political situations; 2) consensus-building work that is heading in a direction that is contrary to WSDOT policy or interests; 3) issues on which there is appearing to be a significant difference of opinion between decisions being formed by consensus and key elected officials; 4) lost opportunities to obtain grant funds for which a significant WSDOT commitment is necessary; and 5) when to bring others at the executive or legislative levels into an element of a project that may be experiencing difficulties.

Consequences of bad decisions include: 1) poor Department political relations with other elected officials; 2) region-wide strategies moving forward contrary to WSDOT policy or interests; 3) no region-wide consensus with strategies to implement; 4) missed funding opportunities; 5) unmanaged/uninformed executive and legislative engagement.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies. *This was previously identified in the 'Knowledge & Skills' section of the old form.*

Required Education, Experience, and Competencies.

This position requires, at a minimum, an exceptional grasp of managerial and executive expertise expected for leadership and direction of planning in the large and complex Central Puget Sound Region, critical to the effective performance and central purpose of the Department. Strategic planning is focused on long-term performance and operation of the region's transportation system.

An undergraduate degree in planning or engineering and ten years increasingly responsible management and leadership experience is required.

*Ability to apply transportation planning methodologies. Knowledge of the Department's planning activities in two WSDOT Regions (Northwest and Olympic), the nation's largest ferry service provider (Washington State Ferries), the newly formed WSDOT Tolling Division, and the state's interest multi-modal disciplines (public transportation, freight, rail, pedestrian). A thorough understanding of federal and state transportation related policies. An understanding of federal and state design and operating standards.

*Knowledge of the Governor's transportation priorities as well as regional priorities, policies, processes and political environments.

*Ability to communicate effectively to diverse internal and external audiences.

*Ability to frame concepts in the perspective of WSDOT – the owner, operator, and steward of Washington's highway, ferry, passenger rail and selected freight systems.

*Ability to make decisions and analysis in unknown and unexplored areas having widespread effect on a substantial segment of citizens and the internal effectiveness of the Department where decisions involve consequences of significant risk of failure.

*Ability to make judgments and decisions where there are generally few prescribed or established precedents.

*Ability to lead and coach staff as well as ability to manage consultants and multi-agency, multidiscipline committees in carrying out large and complex projects and studies.

*Ability to lead staff in developing innovative and timely solutions to complex transportation planning problems.

*Ability to lead staff who have highly technical and specialized skills including working knowledge of "state of the art"



travel demand forecasting, toll modeling for traffic and revenue studies and financial analysis; ability to interpret and apply the results of travel demand forecasting and traffic simulation models in evaluating policy initiatives and various transportation improvement scenarios; integrated GIS based land use transportation models, the State's Growth Management Act, and land use policies and planning practice at local and regional levels; climate change issues and directives; Moving Washington directives, and the Department's Sustainability directives.

Preferred/Desired Education, Experience, and Competencies.

A Professional Engineer license in Washington State or America's Institute of Planners Accreditation is desired, but not required. A graduate level degree in planning or engineering or equivalent education is desired.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above. *This section is new and would have limited use for WSDOT...perhaps if a background check was required, etc*

Working Conditions

This section is new.

Work Setting, including hazards:	Office work setting, limited lifting, meetings.
Schedule (i.e., hours and days):	Monday through Friday, 8am – 5pm, early morning and evening engagements
Travel Requirements:	Involves travel throughout the Central Puget Sound and to Olympia
Tools and Equipment:	NA
Customer Relations:	Close engagement with key elected officials, public works directors
Other:	

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
Date:	Appointing Authority's Name and Title: Signature (required):

As the Incumbent in this position, I have received a copy of this position description.

Date: 7.2.13	Employee's Signature:
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Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

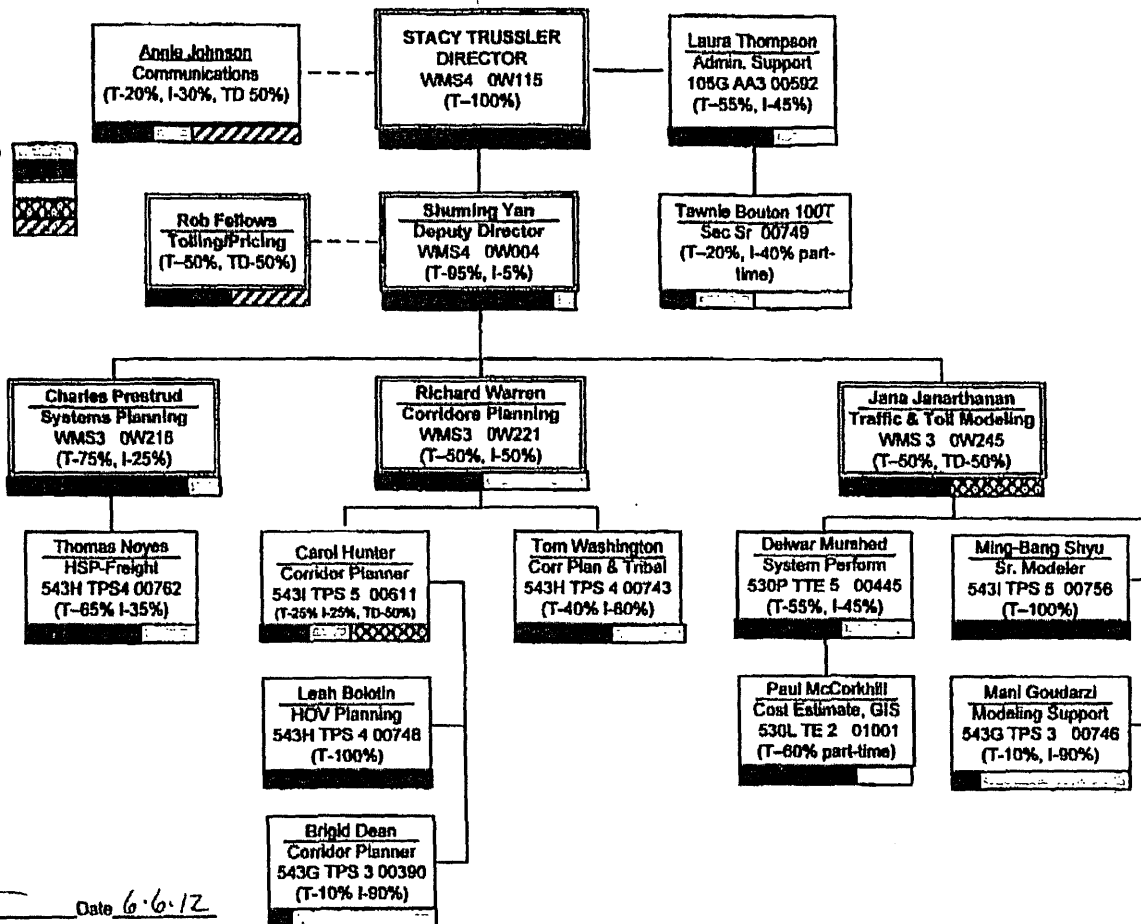


**Strategic Planning Division
Transportation Planning Office --
Central Puget Sound Urban Planning Office**

**Organization Code
336000**

(T) Program T Funded - 9.80
(I) Program I Funded - 7.05
(TD) Toll Division Funded - 1

Program I & P Highway Improvements and Preservation
Program T Transportation, Planning, Data & Research
Part-Time Employee (Non-Funded)
Shared Funding (Toll Division) I & P Program
Shared Position (Toll Division) I & P Program



Urban Planning Office

Central Puget Sound transportation issues are complex, multi-faceted, and challenging. This area represents nearly half the state's population, and it is the state's main economic engine. The Urban Planning Office works with 108 local cities, four counties, the Puget Sound Regional Council, several transit districts, the state's two largest ports, and Class 1 railroads.

Signed: Stacy Trussler Date 6/6/12

Stacy Trussler, Director

Signed: Shuming Yan Date 6/7/12

Shuming Yan, Deputy Director

Signed: Brigid Dean Date 6/15/12

Brigid Dean, Director, Strategic Planning Division

June 5, 2012

Washington State Department of Transportation (WSDOT)
Reasonable Accommodation Medical Inquiry Form

December 29, 2014

CONFIDENTIAL

Dear Dr. _____:

Stacy Trussler is employed with the Washington State Department of Transportation (WSDOT). Ms. Trussler has made a request for a reasonable accommodation due to her personal medical condition. WSDOT is committed to providing reasonable accommodations that afford employees with disabilities an equal employment opportunity. In order to process Ms. Trussler's request, WSDOT requires additional information from you as her medical provider.

WSDOT has become aware that Ms. Trussler has a physical, mental, or sensory impairment(s). Specifically, Ms. Trussler has informed WSDOT that she has been experiencing multiple symptoms resulting from Fibromyalgia. Ms. Trussler's reported symptoms include full-body pain with pain in hips and hands; a "fire-feeling"; insomnia; "Fibro-fog"; "heavy bones"; drops in blood pressure with dizziness; and fatigue.

To assist WSDOT in processing Ms. Trussler's request for a reasonable accommodation, please answer the following questions. Please provide specific and detailed answers, using additional pages if necessary. The information you provide will be confidential and used to evaluate Ms. Trussler's request. If you have any questions, please call me at 360-705-7074. Please complete the form and return to:

Heidi Mabbott, WSDOT HQ Human Resources
P.O. Box 47310; Olympia, WA 98504
Or send via fax Attn: Heidi Mabbott to (360) 705-6893

Background

Ms. Trussler is employed as the Director of the Urban Planning Office (UPO) at WSDOT. UPO was established in 1992 by the state legislature to consolidate transportation planning efforts in the Central Puget Sound Region, the most heavily populated (over half the state's population) and most congested region in Washington. Ms. Trussler's position is a senior level manager directly accountable for directing and controlling operations, development, delivery and results of all programs and services related to transportation planning activities for Washington State in the Central Puget Sound. The four-county area presents complex transportation challenges with statewide implications. Consequence of error in Ms. Trussler's position affects a major statewide constituency as well as operational effectiveness within Central Puget Sound. Decisions and judgments made in Ms. Trussler's position have long term (30+ years) impact on the Department's operational effectiveness.

Ms. Trussler's position is a high profile position that requires exercising independent judgment, critical thinking, strategic planning, and influential and effective communication skills. I have attached a copy of Ms. Trussler's position description (**Attachment 1**) for your review.

1. What is your area of medical expertise? _____

2. Have you examined Ms. Trussler for a medical condition?

____ YES ____ NO

Date of examination(s): _____

3. Based on your professional judgment, does Ms. Trussler have a physical, mental, or sensory impairment(s) that is medically cognizable or diagnosable, and limits work?

____ YES ____ NO

4. Please identify the impairment(s) from question 3 above:

5. Please describe the physical, mental, or sensory limitations caused by Ms. Trussler's impairment(s) that limits work:

6. Based on your professional judgment, what is the anticipated duration of the limitation(s) identified in question 5?

____ Permanent ____ Temporary

7. If temporary, please provide a time-line when I can expect that the limitations of Ms. Trussler's impairment(s) will no longer require accommodations at work:

8. Is Ms. Trussler's job performance and/or attendance affected by limitations caused by side-effects of medication, or a combination of medications?

____ YES ____ NO

9. If the answer to question 8 is yes, please describe the limitations that affect job performance and/or attendance resulting from side-effects of medication, or a combination of medications:

10. Please provide the anticipated duration of the limitations identified in question 9:

11. Below is a list of Ms. Trussler's essential job functions. Please review each function and respond as to whether the above-identified impairment(s) has a substantially limiting effect upon Ms. Trussler's ability to perform the function. (Please see **Attachment 1** for additional information on job functions). If you answer YES to any of these, please explain the limiting effect:

The ability to work a standard 40-hour work week, Monday through Friday, between the hours of 7:00am and 5:00pm?

___ YES ___ NO If YES, please explain: _____

The ability to work full-time in an office setting?

___ YES ___ NO If YES, please explain: _____

The ability to drive and/or travel to meetings in the greater Puget Sound area and as far south as Olympia?

___ YES ___ NO If YES, please explain: _____

The ability to lead and direct a team of specialized technical professionals, set priorities and work flow, and monitor the work of many individuals?

___ YES ___ NO If YES, please explain: _____

The ability to lead staff in developing innovative and timely solutions to complex transportation planning problems?

___ YES ___ NO If YES, please explain: _____

The ability to establish direction for long range transportation policy development with long term statewide impacts (30+ years)?

___ YES ___ NO If YES, please explain: _____

The ability to maintain a thorough understanding of federal and state transportation related policies, design and operating standards?

☐ YES ☐ NO If YES, please explain: _____

The ability to retain and process complex information?

☐ YES ☐ NO If YES, please explain: _____

The ability to make decisions and analysis in unknown and unexplored areas having widespread effect on a substantial segment of citizens and the internal effectiveness of the Department where decisions involve consequences of significant risk of failure?

☐ YES ☐ NO If YES, please explain: _____

The ability to make judgments and decisions where there are generally few prescribed or established precedents?

☐ YES ☐ NO If YES, please explain: _____

The ability to oversee and manage an office budget (over \$4million for the 2011-2013 biennium) and approve purchases and contracts up to \$100,000 each?

☐ YES ☐ NO If YES, please explain: _____

The ability to frame concepts in the perspective of WSDOT (with numerous stakeholders and modal divisions) the owner, operator, and steward of Washington's highway, ferry, passenger rail and selected freight systems?

☐ YES ☐ NO If YES, please explain: _____

The ability to represent Washington State and the Secretary of Transportation (the highest ranking WSDOT executive) as a voting member on numerous politically sensitive boards and committees?

☐ YES ☐ NO If YES, please explain: _____

The ability to work closely with local and regional elected officials, including over 85 local jurisdictions, cities, counties and transit agencies?

☐ YES ☐ NO If YES, please explain: _____

The ability to provide system analyses to support the Washington Transportation Plan (WTP) and the Highway Systems Plan (HSP)?

☐ YES ☐ NO If YES, please explain: _____

The ability to oversee analysis of multi-modal transportation solutions, and refine and implement congestion relief strategies with long term statewide impacts (30+ years)?

☐ YES ☐ NO If YES, please explain: _____

The ability to oversee the work of the Systems and Policy Manager who provides multi-modal policy advice to Ms. Trussler and leads alternative fuels research and grant application?

☐ YES ☐ NO If YES, please explain: _____

The ability to communicate the State's position effectively with media, government officials and members of the public?

☐ YES ☐ NO If YES, please explain: _____

The ability to professionally interact in group situations in public?

☐ YES ☐ NO If YES, please explain: _____

The ability to seek out and develop working relationships with external stakeholders?

☐ YES ☐ NO If YES, please explain: _____

The ability to be influential and ensure the State's interests are recognized and incorporated in decision making in regional and local transportation forums, which may include controversial and/or highly stressful situations?

☐ YES ☐ NO If YES, please explain: _____

The ability to be influential and ensure the State's interests are recognized and incorporated in allocation of federal grant funds?

☐ YES ☐ NO If YES, please explain: _____

The ability to serve as the primary point of contact for the coordination of climate change strategies in the Puget Sound region to reduce greenhouse gas emissions consistent with adopted state law?

☐ YES ☐ NO If YES, please explain: _____

12. If you answered YES with regard to any of the above-listed job functions, is there any type of accommodation(s) that you recommend that will enable Ms. Trussler to perform that essential function of her position?

☐ YES ☐ NO

If yes, please describe the recommended accommodations:

13. Please provide any other information or documentation that you believe will assist WSDOT in processing Ms. Trussler's request for a reasonable accommodation:

I, Dr. _____, declare that, in my professional opinion, the above responses are true and accurate, to the best of my knowledge and ability.

SIGNATURE

DATE

Printed Name and Title _____

Thank you for your assistance. I would very much appreciate your response to these questions by **January 15, 2015**. If you have any questions, please do not hesitate to contact me.

Heidi Mabbott
Human Resources Consultant
WSDOT Headquarters Employee Relations
360-705-7074
mabbott@wsdot.wa.gov

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information', as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.