

JOB TITLE: Inventory Purchasing Specialist II  
EMPLOYEE:

DOT #: 222.387-026  
CLAIM #



## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Inventory Purchasing Specialist II

**JOB CLASSIFICATION** Juvenile Stores Clerk

**DOT TITLE** Inventory Clerk

**DOT NUMBER** 222.387-026

**DEPARTMENT** Adult and Juvenile Detention (DAJD)

**DIVISION** Juvenile

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 1 full time

**JOB STATUS**

Full Time, Career Service.

**ADDRESS OF WORKSITE**

1211 E. Alder  
Seattle, WA 98122

**CONTACT'S NAME** Pam Jones

**CONTACT'S PHONE** 206-205-9620

**EMPLOYER JOB TITLE** Division Director

**DATE COMPLETED** 05/14/02

**VRC NAME** Jeff Casem

**DATE REVISED** 9/18/09

**WORK HOURS**

7:30am to 4:00pm, Monday through Friday, every other Friday off.

**OVERTIME**

Extremely rare and optional.  
Fair Labor Standards Act, Non-Exempt (hourly).

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### **JOB DESCRIPTION**

Purchases goods and services in the facility for DAJD Juvenile Division and Superior Court. Ensures documentation and inventory control of all items purchased.

### **ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

Must possess a high school diploma or G.E.D. equivalent. Three years experience in purchasing and supply or an equivalent of education and experience. Incumbents must pass a thorough background investigation, a polygraph examination, and a physical examination administered DAJD.

### **ESSENTIAL FUNCTIONS Listed in order of importance**

1. Purchases goods, commodities and services. Obtains price quotes, researches vendor sources and selects vendors for purchase of standard parts, materials, supplies, tools and services. Conducts price comparisons to identify savings.
2. Manages inventory warehousing disbursements and documents stock levels, processes inventory purchases, performs cycle counts, ships and receives from warehouse and performs material handling. Acknowledges receipt of goods and services. Maintains adequate supplies to meet user needs. Maintains purchase orders for commonly utilized vendors.
3. Maintains computerized internal purchasing/inventory records and information system. Inputs and researches inventory and direct purchases, disbursements, inventory adjustments and the history of parts use. Updates computer master files.
4. Receives, analyzes and orders critical and non-standard requests. Processes standard non-inventory items. Updates current computerized and manual pricing information.
5. Coordinates with central purchasing office. Prepares requests for purchasing authorization/limited procurement requisitions. Prepares change order requests. Assists with the preparation and review of bid specifications.
6. Solves problems with accounts payable invoicing errors. Resolves discrepancies. Reviews billing for accuracy.
7. Expedites operational orders/overdue/backorders.

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8. Gathers and commends strategies for surplus, sale and salvage of obsolete inventory items; gathers items.
9. Helps track warranties and documentation.
10. Binds and distributes logbooks.
11. Coordinates the delivery and ordering of furniture
12. Picks up and delivers items as required.

### **NON-ESSENTIAL FUNCTIONS**

Acts as the second backup to provide mail duties for the facility in the absence of the regular designated backup staff.

### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

Cart, hand truck, computer, telephone, fax machine, copy machine, printer, office supplies, detention supplies, detainee articles, health clinic supplies (excluding narcotics), kitchen supplies (excluding food), cleaning products and calculator.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

### **This job is classified as**

Medium

### **Standing**

Frequently on flat cement, linoleum and carpeted surfaces for up to 15 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while using the copy machine and talking to customers regarding orders.

### **Walking**

Frequently on flat cement, linoleum and carpeted surfaces for distances up to 1/8 mile for up to 5 minutes at a time and up to 2 hours total in a work shift. Most commonly occurs while delivering supplies, delivering copy paper, walking from a desk to the front counter.

### **Sitting**

Occasionally on an office chair for up to 1 hour at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing computer duties, researching products and answering the telephone.

### **Climbing stairs**

Rare for up to 30 seconds at a time while climbing 1 flight for up to 5 minutes total in a work shift. Most commonly occurs while walking between floors. There is an elevator available and climbing stairs is not required.

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**Climbing**

Rare on a step ladder to heights of up to 3 feet for up to 5 seconds at a time and up to 1 minute total in a work shift. Most commonly occurs while using a step stool to reach inventory items on upper shelves.

**Balancing**

Rare on a step ladder to heights of up to 3 feet for up to 45 seconds at a time and up to 45 seconds total in a work shift. Most commonly occurs while using a step stool to reach inventory items on upper shelves.

**Bending/Stooping**

Occasionally on flat cement, linoleum and carpeted surfaces for up to 1.5 minutes at a time and up to 2.5 hours total in a work shift. Most commonly occurs while reaching for inventory items on lower shelves.

**Crouching**

Rare on flat cement, linoleum and carpeted surfaces for up to 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs while reaching from inventory items on lower shelves or on the ground. There is a step stool available to sit on in order to avoid crouching.

**Operating Controls with Feet**

Rare for up to 15 minutes at a time for up to 30 minutes total in a work shift while driving a county vehicle with an automatic transmission to King County Surplus.

**Reaching above shoulder height**

Occasional for up to 5 seconds at a time for up to 1 hour total in a work shift while placing and removing inventory items on upper shelves.

**Reaching at waist to shoulder height**

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift while driving, using a computer, stocking inventory items as well as manipulating papers and documents.

**Reaching at knee to waist height**

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift while using a hand truck, pushing and pulling a cart and stocking inventory items on lower shelves.

**Reaching at floor to knee height**

Rare on flat cement, linoleum and carpeted surfaces for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while reaching from inventory items on lower shelves or on the ground.

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**Lifting 1-10 pounds**

Frequently for up to 5 seconds at a time for up to 3 hours total in a work shift. Most commonly occurs with weights of 8 pounds while stocking office supplies and toiletries as well as 1-gallon jugs of cleaning solvents.

**Carrying 1-10- pounds**

Frequently for distances of up to 10 feet for up to 5 seconds at a time and up to 2 hours total in a work shift. Most commonly occurs with weights of 8 pounds while transporting and stocking office supplies and toiletries as well as 1-gallon jugs of cleaning solvents.

**Lifting 11-20 pounds**

Frequently for up to 5-6 seconds at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 16-18 pounds while moving 3 reams of paper, 2 gallons of cleaning solvents, 1 case of garbage bags, 1 case of bar soap, or 1 case of clothes.

**Carrying 11-20 pounds**

Frequently for distances of up to 10 feet for up to 5-6 seconds at a time and up to 2 hours total in a work shift. Most commonly occurs with weights of 16-18 pounds while moving 3 reams of paper, 2 gallons of cleaning solvents, 1 case of garbage bags, 1 case of bar soap, or 1 case of clothes to or from a cart.

**Lifting 21-50 pounds**

Frequently for up to 5-6 seconds at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 25-30 pounds while moving 1 case of paper towels, 1 case of toilet paper, 1 case of paper tablets, 1 case of paper bags, or 1 case of rubber gloves.

**Carrying 21-50 pounds**

Frequently for distances of up to 10 feet for up to 5-6 seconds at a time and up to 2 hours total in a work shift. Most commonly occurs with weights of 25-30 pounds while moving 1 case of paper towels, 1 case of toilet paper, 1 case of paper tablets, 1 case of paper bags, or 1 case of rubber gloves.

**Lifting 51-100 pounds**

Occasionally for up to 5-6 seconds at a time and up to 1 hour total in a work shift. Most commonly occurs with weights of 52-66 pounds while moving a case of letter paper (52 pounds), a case of legal size paper (60 pounds) or a case of Solid Insure cleaning detergent (66 pounds).

**Carrying 51-100 pounds**

Occasionally for distances of up to 10 feet for up to 5-6 seconds at a time and up to 1 hour total in a work shift. Most commonly occurs with weights of 52-66 pounds while moving a case of letter paper (52 pounds), a case of legal size paper (60 pounds) or a case of Solid Insure cleaning detergent (66 pounds).

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**Pushing and Pulling**

Occasionally for distances of up to 1/8 mile for up to 5 minutes at a time with a force of up to 30# and up to 2.5 hours total in a work shift while delivering and transporting inventory products.

**Handling**

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while manipulating inventory products and the computer mouse.

**Operating Controls with Hands**

Occasionally for up to 15 minutes at a time for up to 1 hour total in a work shift while driving and using the computer mouse.

**Fingering**

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while typing as well as manipulating documents, order forms and inventory products.

**Talking**

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while conversing with vendors and customers.

**Hearing**

Continuously for up to 2.5 hours at a time for up to 6.5 hour total in a work shift while listening for potential hazards and dangers when working in security areas.

**Near acuity—clarity of vision at 20 inches or less**

Frequently for up to 15 minutes at a time for up to 3 hours total in a work shift while reading order forms and product books as well as researching products and performing computer duties.

**Far acuity—clarity of vision at 20 feet or more**

Frequently for up to 2.5 hours at a time for up to 3 hours total in a work shift while identifying potential hazards and dangers when working in security areas as well as when driving.

**Depth perception—three dimensional vision**

Frequently for up to 2.5 hours at a time for up to 3 hours total in a work shift while identifying potential hazards and dangers when working in security areas as well as when driving.

**Color vision—ability to identify and distinguish colors**

Rare for up to 3 minutes at a time for up to 3 minutes total in a work shift while identifying colors of products ordered such as paper and office chairs.

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**Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point**

Frequently for up to 2.5 hours at a time for up to 3 hours total in a work shift while identifying potential hazards and dangers when working in security areas as well as when driving.

**TEMPERAMENTS**

Directing, controlling, or planning activities of others: Never  
Performing repetitive or short-cycle work: Frequently  
Influencing people in their opinions, attitudes, and judgements: Never  
Performing a variety of duties: Frequently  
Working alone or apart in physical isolation from others: Frequently  
Working effectively under stress: Occasionally  
Attaining precise set limits, tolerances, and standards: Frequently  
Working under specific instructions: Continuously  
Working with others: Frequently  
Making judgements and decisions: Occasionally

**ENVIRONMENTAL FACTORS**

Work is performed in a youth detention facility with some direct exposure to detainees. The noise level varies from quiet to loud. Worker is occasionally exposed to potentially violent and hostile detainees.

**Workers are exposed to**

Outside weather: Rare  
Extreme cold: Rare  
Extreme Occasionall  
Fumes: Occasionally  
Odors: Frequently  
Dusts: Continuously  
Gases: Rare  
Poor ventilation: Occasionally  
Vibration: Occasionally  
Toxic or caustic chemicals: Occasionally

**POTENTIAL MODIFICATIONS TO JOB**

Order smaller cases of paper towels or toilet paper to reduce pounds lifted.  
Utilize available cart when transporting all inventory products to reduce carrying.  
Reduce number and frequency of delivery of supplies around the building.  
Increase use of computer tools to efficiency of inventory and budgeting process.

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Signature & title of evaluator

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Date

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Signature & title of contact

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Date

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Signature & title of employee

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Date



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### HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

☐ The employee is released to perform the described job with the following modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

☐ The employee is not released to perform the described duties due to the following job functions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_

☐ The employee is unable to work in any capacity.  
A release to work is: ☐ anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date