

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Inventory Purchasing Specialist III

DEPARTMENT: Public Health

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Purchases specialized inventory and non-stock items, providing cost analysis and recommending strategies for finding alternative sources. Incumbents in this classification function as a leads and provide training for co-workers.

WORK ENVIRONMENT: Office with some warehouse.

ESSENTIAL FUNCTIONS: Obtain price quotes, research vendor sources and select vendors for standard and specialized parts, materials, supplies, tools and services. Work with vendors to resolve problems such as billing inconsistencies, quantity or product errors and contract interpretation. Assist with or prepare and review bid specifications. Manage inventory warehousing disbursements; document and set stocking levels; process inventory purchases; perform cycle counts and physical inventory audits; perform warehouse shipping and receiving; and demonstrate responsibility for material handling. Maintain adequate stock to meet user needs. Monitor blanket expenditures. Research alternative sources. Conduct cost analysis to support cost savings for King County. Identify and recommend strategies for surplus, sale and salvage of obsolete inventory items. Train employees in other inventory/purchasing classification levels in buying functions, new concepts, changing laws and updated procedures. Prepare reports. Help develop work unit goals, objectives and projections. Monitor the use, storage and handling of hazardous materials. Control tool-room supplies and equipment. Plan production and allocate resources for in-house manufacturing process. Track warranties and supporting documents. Plan, organize and oversee stores personnel. Ensure quality control of work performed.

### Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level 80 DBL
- Other \_\_\_\_\_

### Special Requirements:

- CDL
- Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 1.5 hours
Walking <input type="checkbox"/> uneven terrain	2 – 5 hours
Sitting	2 – 5 hours
Climbing stairs	15 – 30 minutes
Climbing _____	0
Balancing	0
Bending/Stooping	2 – 5 hours
Kneeling	2 – 5 hours
Crouching	2 – 5 hours
Crawling	0
Foot controls	0 – 7 hours
Reaching above shoulders	2 – 5 hours
Reaching waist-shoulder	2 – 5 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	2 – 5 hours
Reaching floor-knee	2 – 5 hours
Lifting/Carrying 1-10#	2 – 5 hours
Lifting/Carrying 11-20#	2 – 5 hours
Lifting/Carrying 21-50#	1 – 4 hours
Lifting/Carrying 51-100#	30 min – 1 hour
Lifting/Carrying 100+#	0
Handling	4 – 6 hours
Hand Controls	0 – 7 hours
Fingering <input checked="" type="checkbox"/> keyboarding	2 – 5 hours
Vision to assure safety of others	0
Hearing to assure safety of others	0
Other	

I have reviewed the following Job Analysis for the above-named employee.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date