

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Inventory Purchasing Specialist II

DEPARTMENT: Public Health

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Purchases goods and services and ensuring documentation and inventory control.

WORK ENVIRONMENT: Warehouse with some office.

ESSENTIAL FUNCTIONS: Purchase goods, commodities and services. Obtain price quotes, research vendor sources and select vendors for purchase of standard parts, materials, supplies, tools and services. Conduct price comparisons to identify savings. Coordinate with central purchasing office. Prepare requests for purchasing authorization/limited procurement requisitions for minority/women business enterprises. Prepare change order requests. Assist with the preparation and review of bid specifications. Receive, analyze and order critical and non-standard requests. Process standard non-inventory items. Update current computerized and manual pricing information. Expedite operational orders/overdue/back orders. Solve problems with accounts payable invoicing errors. Resolve discrepancies. Review billings for accuracy. Manage inventory warehousing disbursements and document stock levels, process inventory purchases, perform cycle counts, perform physical inventory audits, ship and receive from warehouse and perform material handling. Acknowledge receipt of goods and services. Maintain adequate supplies to meet user needs. Maintain computerized internal purchasing/inventory records and information system. Input and research inventory and direct purchases, disbursements, inventory adjustments and the history of parts use. Update computer master files. Monitor the use, storage and handling of hazardous materials. Issue and maintain special tools and equipment. Gather and recommend strategies for surplus, sale and salvage of obsolete inventory items; gather items. Help train new personnel. Help track warranties and documentation. Pick up and deliver items as required. Load and unload as required.

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

***Continued on next page.

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