

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

<http://www.kingcounty.gov/employees/HumanResources/SafetyClaims/JobAnalysis/analyses.aspx>

Physical Required: General physical, Diabetes, BP, Vision, and Back strength and lifting.

PATIENT NAME: _____

JOB TITLE: Inventory Purchasing Specialist II - SC

DEPARTMENT: Adult and Juvenile Detention

WORK SCHEDULE: 40/week

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.

WORK ENVIRONMENT: Detention facility.

ESSENTIAL FUNCTIONS: 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. 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. 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. Receives, analyzes and orders critical and non-standard requests. Processes standard non-inventory items. Updates current computerized and manual pricing information. 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. Solves problems with accounts payable invoicing errors. Resolves discrepancies. Reviews billing for accuracy. Expedites operational orders/overdue/backorders. Gathers and commends strategies for surplus, sale and salvage of obsolete inventory items; gathers items. Helps track warranties and documentation. Binds and distributes logbooks. Coordinates the delivery and ordering of furniture. Picks up and delivers items 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 _____
- Other _____

Special Requirements:

- CDL
- Respirator use

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	0 – 15 minutes
Walking <input type="checkbox"/> uneven terrain	5 min – 2 hours
Sitting	1 – 3 hours
Climbing stairs	0 – 5 minutes
Climbing <u>ladder</u>	0 – 5 minutes
Balancing	0 – 5 minutes
Bending/Stooping	30 min – 2.5 hour
Kneeling	0
Crouching	0 – 5 minutes
Crawling	0
Foot controls	0 – 30 minutes
Reaching above shoulders	5 min – 1 hour
Reaching waist-shoulder	15 min – 2 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	5 min – 30 min
Reaching floor-knee	0 – 5 minutes
Lifting/Carrying 1-10#	1 – 3 hours
Lifting/Carrying 11-20#	1 – 2 hours
Lifting/Carrying 21-50#	5 min – 2 hours
Lifting/Carrying 51-100#	0 – 1 hour
Lifting/Carrying 100+#	0
Handling	5 min – 2 hours
Hand Controls	5 min – 2 hours
Fingering <input checked="" type="checkbox"/> keyboarding	30 min – 4 hours
Vision to assure safety of others	2.5 – 6.5 hours
Hearing to assure safety of others	2.5 – 6.5 hours
Push/Pull up to 30#	5 min – 2.5 hours

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

Physician's Signature

Date