

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

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

JOB TITLE: Inventory Purchasing Specialist I

DEPARTMENT: Public Health

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Maintains specialized inventory. Duties also include stocking shelves, unloading trucks, cleaning the warehouse and picking up and delivering items.

WORK ENVIRONMENT: Warehouse with some office.

ESSENTIAL FUNCTIONS: Help solve problems with vendor contracts. Help solve problems with accounts-payable invoicing. Maintain external contract/vendor records. Input and research inventory and disbursement records, inventory adjustments and parts history/usage. Review daily computer reports and reconcile computer reports with source documents. Expedite parts delivery from multiple warehouses; pick up and deliver items as required. Perform basic warehousing and stocking functions using material handling equipment, load and unload items and acknowledge receipt of goods and services. Assist with physical inventory and cycle counting. Assist in the storage and handling of hazardous materials.

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	0 – 4 hours
Vision to assure safety of others	0
Hearing to assure safety of others	0
Other	

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

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

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

\_\_\_\_\_  
Date