

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Senior Storekeeper  
**DEPARTMENT:** Department of Health Services  
**PHYSICAL DEMAND STRENGTH RATING:** Heavy

**DATE COMPLETED:** 9/29/22  
**DIVISION:** Administration

**INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:**

Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section on the signature page to provide work restrictions by indicating whether the\*re is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

**FREQUENCY RATING:**

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

**PART 1 - JOB DUTIES/FUNCTIONS:**

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
While performing the following duties, employees in this position Work in both an office and warehouse environment						
Directly supervises assigned staff: plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff required continuing education requirements and other training; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; utilizes appropriate discretion and assures compliance with County policy and federal and state laws in matters of employee relations, EEO, and ADA.	1		Computer, Phone		E	

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Completes order forms and requisitions, including quantities, descriptions, specifications and approximate cost; answers questions from suppliers or buyers related to specifications, order and bid preparations; researches online and other sources to determine most appropriate equipment/materials to order; places orders.	2		Computer, phone		E	
Picks up, delivers, assembles, adjusts, and repairs office furniture and equipment; loads and unloads furniture items weighing up to 50 pounds; adjusts furniture and equipment to ergonomic specifications; operates hand and power tools and bends, stoops, kneels and stands for long periods of time to assemble/disassemble, adjust, and repair furniture.	3		Delivery Van, Hand truck, Hand tools, Power screwdriver	CA Class C Driver's License	E	
Receives equipment, materials, and supplies and compares with order/requisition to ensure accuracy; inventories and tags items; places supplies and equipment on shelves or cabinets for maximum accessibility; maintains stock in neat, orderly manner for efficient and practical operation; plans and prepares warehouse for arrival of unusually large or bulky items; fills orders from supplies on hand; packages damaged, obsolete or unwanted materials for their return or disposal; operates forklift to unload supplies and materials: climbs up and down to enter equipment, reaches forward, down, and across to operate controls, monitors and remains alert to verbal and visual signs from workers, and to equipment instrument and gauges to detect malfunctions and problems; climbs mobile stairs, bends, stoops, reaches forward, above and below shoulders and lifts, pushes, pulls, carries, and places items weighing up to 50 pounds; stands for extended periods of time.	4		Hand truck, Pallet jack, Forklift	Forklift Operator's Certification	E	
Conducts workstation assessments to ensure that employee workstations are ergonomically designed to minimize the risk of injury and maximize productivity; completes reports of findings, recommendations, and actions taken to improve workstation ergonomics.	5		Clipboard, Pen/pencil, cellphone		E	
Drives cargo van to pick up and deliver supplies and other materials; inspects vehicle and equipment and reports any damage, safety, or maintenance issues.	6		Cargo Van	CA Class C Driver's License	E	

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Enters data into computer software; maintains electronic and paper records and files in accordance with established procedures.	7		Computer		E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear; reports or corrects unsafe conditions.	8		Back support, safety glasses, gloves, mask, footwear		E	
Communicates by phone, in person, and by email or other written format with co-workers/supervisors to provide and obtain information and to coordinate activities.	9		Phone, computer		E	
Participates in training to maintain and enhance knowledge and skills necessary to perform assigned duties.	10		Computer, online		E	

**PART 2: PHYSICAL DEMANDS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting	1-10	F			
2 Walking	3, 4, 5, 6, 8	F			
3 Running	N/A	N			
4 Standing	3, 4, 5, 6, 8	F			
5 Bending-Neck	1-10	F			
6 Bending-Waist	1-10	F			
7 Squatting	3, 4, 6	F			
8 Climbing	3, 4	O			
9 Kneeling	5	O			
10 Crawling	5	O			
11 Twisting (neck)	1-10	O			
12 Twisting (waist)	4, 5	O			
13 Repetitive Hand Use	1-10	F			
14 Simple Grasping-Right Hand	1-10	F			
15 Simple Grasping-Left Hand	1-10	F			
16 Power Grasping-Right Hand	5	F			
17 Power Grasping-Left Hand	5	F			
18 Fine Manipulation-Right Hand	1-10	F			
19 Fine Manipulation-Left Hand	1-10	F			
20 Pushing and Pulling (right hand)	3, 4, 5, 6	F			
21 Pushing and Pulling (left hand)	3, 4, 5, 6	F			
22 Reaching (above shoulder level)	3, 4, 5	F			
23 Reaching (below shoulder level)	3, 4, 5	F			
24 Lifting-up to 10 lbs.	3, 4, 5, 6	F			
25 Lifting-11-25 lbs.	3, 4, 5, 6	F			
26 Lifting-26-50 lbs.	3, 4, 5, 6	O			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs.	3, 4, 5, 6	F			
31 Carrying 11-25 lbs.	3, 4, 5, 6	F			
32 Carrying 26-50 lbs.	3, 4, 5, 6	O			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

**PART 3: SENSORY REQUIREMENTS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Functional vision, normal or corrected	1-10	F			
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	3, 6	O			
4 Functional hearing, normal or corrected	1-10	F			
5 A sense of smell or taste	N/A	N			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	F			
3 Required to sustain concentration	F			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	F			
2 Organize own work	F			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	O			
5 Required to train and/or lead other staff	F			
6 Required to direct other staff (e.g. planning, goal setting, performance)	F			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	O			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	F			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	F			
6 Possible legal ramifications associated with work activities or work product	O			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	F			
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	N			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	F			
2 Work Outside	F			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	N			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	N			
10 Grease, oils	N			
11 Acidic, Caustic Solutions	N			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	N			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	F			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
28 Proximity to moving vehicles or objects	F			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
30 Contact with water, other liquids, humid conditions - not weather related	N			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	O			
33 Operates non-commercial motor vehicles (cars, trucks)	F			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	O			
37 Operates heavy equipment	N			
38 Other:				

**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:**

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam			
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard			
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test			
12 Vaccine: MMR			
13 Vaccine: Hepatitis B			
14 Vaccine: Influenza			
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

**PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.**



**Cart- 33" Handle and Top Ledge / 10" Lower Shelf**



**Hand Truck & Cart- Pushed up to 50 Ft. At each delivery stop**



**Hand Truck**



**VariDesk- Sit<>stand Work Stations – up to 78 lbs. \*\*\*2-Person Lift\*\*\***



**Ergotron Sit<>stand desk- 44lbs.  
Currently stored at up to 80" high  
\*\*Recommend moving to lower storage\*\***



**Case of Paper – 52.5 lbs.; lifted from 6" to 48"  
Handling up to 20 cases of paper per day**