

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Storekeeper
DEPARTMENT: Health Services
PHYSICAL DEMAND STRENGTH RATING: Heavy

DATE COMPLETED: 10/4/22
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 there 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 (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. Reason position exists? (Y/N)	G. 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 spend a considerable amount of time driving to/from the Health Services department’s approximately 24 different locations county-wide to pick-up and deliver mail, furniture, medications, lab samples, and supplies.							
Works long and irregular hours, including nights, weekends, and holidays during response and recovery phases of emergency situations (e.g., floods, fires, earthquakes, public health incident).	1	O	Cargo Van, Hand truck and carts		N	Essential	
Drives cargo van on courier routes within established timelines to pick up and deliver mail, supplies, lab samples, medications, and other materials to various locations county-wide; inspects vehicle and equipment and reports any damage, safety, or maintenance issues.	2	F	Cargo Van	CA Class C Driver’s License	Y	Essential	
Sorts and processes mail.	3	O			Y	Essential	

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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 or prepares items for delivery; packages damaged, obsolete or unwanted materials for their return or disposal; climbs mobile stairs, bends, stoops, reaches forward, above and below shoulders and lifts, pushes, pulls, carries, and places items weighing up to 50 pounds.	4	F	Hand truck and cart, Step-stool, Ladder/Mobile Stair		Y	Essential	
Picks up, delivers, assembles, adjusts, and repairs office furniture: loads and unloads furniture items weighing up to xx 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.	5	F	Delivery Van, Hand truck, Hand tools, Power screwdriver	CA Class C Driver's License	Y	Essential	
Enters data into computer software; maintains electronic and paper records and files in accordance with established procedures.	6	O	Computer, cellphone, Clipboard, Pen/Pencil		N	Essential	
Provides logistical support during the response and recovery phases of emergency situations (flood, earthquake, fire, public health event, etc.) incidents including: procures, transports, loads, unloads, and issues supplies and equipment; lifts, pushes, pulls, carries, and places items weighing up to 50 pounds; secures and pulls trailer; stands for long periods of time in all weather conditions and dark/dim conditions.	7	O	Cargo Van, trailer	CA Class C Driver's License	Y	Essential	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear; reports or corrects unsafe conditions.	8	C	Back Support, Gloves, Safety Boots		N	Essential	
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	F	Phone/Cell phone; Computer		Y	Essential	
Participates in training to maintain and enhance knowledge and skills necessary to perform assigned duties.	10	O	Computer, online		N	Essential	

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
Sitting	1-10	F			
Walking	3,4,5,6,8	F			
Running	N/A	N			
Standing	3,4,5,6,8	F			
Bending-Neck	1-10	F			
Bending-Waist	1-10	F			
Squatting	3,4,6	F			
Climbing	3,4	O			
Kneeling	5	O			
Crawling	5	O			
Twisting (neck)	1-10	O			
Twisting (waist)	4,5	O			
Repetitive Hand Use	1-10	F			
Simple Grasping-Right Hand	1-10	F			
Simple Grasping-Left Hand	1-10	F			
Power Grasping-Right Hand	5	F			
Power Grasping-Left Hand	5	F			
Fine Manipulation-Right Hand	1-10	F			
Fine Manipulation-Left Hand	1-10	F			
Pushing and Pulling (right hand)	3,4,5,6	F			
Pushing and Pulling (left hand)	3,4,5,6	F			
Reaching (above shoulder level)	3,4,5	F			
Reaching (below shoulder level)	3,4,5	F			
Lifting-up to 10 lbs.	3,4,5,6	F			
Lifting-11-25 lbs.	3,4,5,6	F			
Lifting-26-50 lbs.	3,4,5,6	O			
Lifting 51-75 lbs.	N/A	N			
Lifting 76-100 lbs.	N/A	N			
Lifting 100 + lbs.	N/A	N			
Carrying 0-10 lbs.	3,4,5,6	F			
Carrying 11-25 lbs.	3,4,5,6	F			
Carrying 26-50 lbs.	3,4,5,6	O			
Carrying 51-75 lbs.	N/A	N			
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
Functional vision, normal or corrected	1-10	F			
Functional color vision, normal or corrected	N/A	N			
Functional night vision, normal or corrected	3,6	O			
Functional hearing, normal or corrected	1-10	F			
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
Follow Oral Instructions	F			
Follow Written Instructions	F			
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
Follow set procedures	F			
Organize own work	F			
Able to ask questions or request assistance when needed	F			
Required to make decisions independently	O			
Required to train and/or lead other staff	O			
Required to direct other staff (e.g. planning, goal setting, performance)	N			

PART 6: WORK PACE

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Tightly scheduled and rapid pace of work activities at high volume	F			
Meet time sensitive deadlines	F			
Long and/or irregular hours	O			
Limited/unpredictable opportunity for breaks	O			
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
Variable and unpredictable workflow	F			
Attention divided by issues requiring multi-tasking	F			
Work requires precise attention to detail	F			
Use of judgment in routine matters	F			
Requires use of judgment in adapting procedures from one task to another	F			
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
Works with others (e.g., co-workers, other departments/agencies, public)	F			
Interactions limited to giving/receiving information	F			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
Interactions occur under circumstances of emotional stress	O			
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
Work Inside	F			
Work Outside	F			
Extreme Heat (above 100 degrees)	O			
Extreme Cold (below 32 degrees)	O			
Excessive Noise (must raise voice to be heard)	N			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
Dust, Vapors, Fumes, Smoke	O			
Silica, asbestos, etc.	N			
Solvents (e.g., gas, turpentine, etc.)	N			
Grease, oils	N			
Acidic, Caustic Solutions	N			
Pesticides	N			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives	O			
Other Chemicals (e.g. drugs and other contraband)	N			
Human Blood, Body Tissues, or Fluids	N			
Human Wastes	N			
Animal Blood, Body Tissues, or Fluids	N			
Animal Wastes	N			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	N			
Biomedical Waste	N			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough surfaces	F			
Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
Proximity to moving vehicles or objects	F			
Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
Contact with water, other liquids, humid conditions - not weather related	N			
Work Below Ground: (e.g., excavation, trench, etc.)	N			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	O			
Operates non-commercial motor vehicles (cars, trucks)	F			
Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, etc.	N			
Pulls non-commercial trailers or equipment	O			
Operates heavy equipment	N			
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.)
Audiometric Testing			
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam			
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard			
Blood lead level			
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test			
Vaccine: MMR			
Vaccine: Hepatitis B			
Vaccine: Influenza			
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Rabies Titer			
Vaccine: Tdap			
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**