

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Senior Storekeeper  
**DEPARTMENT:** Sheriff  
**DOT OCCUPATION CODE:** 222.387-058

**DATE COMPLETED:** 3/17/2022  
**DIVISION:** Sheriff Purchasing  
**PHYSICAL DEMAND STRENGTH RATING:** Heavy per Job Analysis

**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 work in a law enforcement office and warehouse environment.							
Takes inventory, completes order forms, and places orders; receives deliveries and compares with order/requisition to ensure accuracy; reports damage or discrepancies to Purchasing staff.	1	C	Computer; Phone; clipboard; mobile stairs; step-stool		Y	Essential	
Fills orders from stock on hand; climbs mobile stairs and step stool, reaches forward, above shoulders and below waist to lift, push, pull, carry, and place items weighing up to 77 pounds (per vendor shipping information); delivers supplies to various locations both on and offsite using hand trucks, carts, and forklifts.	2	C	Vehicle; Hand truck; cart; Mobile stairs; Step-stool; Forklift; Pallet jack	CA Driver’s License, Forklift Certification	Y	Essential	

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.
Manages storage space including rotates and replenishes supplies; places supplies and equipment on shelves or cabinets; maintains firearms inventory in locked safe; climbs mobile stairs, step stool, reaches forward, above shoulders and below waist to lift, push, pull, carry, and places items weighing up to 61 pounds; ensures orderly placement of supplies and equipment; maintains inventory.	3	F	Hand truck; cart; pallet jack; forklift; mobile stairs; step-stool	Forklift certification	Y	Essential	
Collects, sorts, and delivers mail to various office locations, both on and off-site; sorts outgoing interdepartmental and US Mail for pick up.	4	F	Vehicle; Cutting blade; Scales; Stamper	CA Driver's license	Y	Essential	
Uses discretion and good judgment to maintain portable radio and radio equipment including determining appropriate vendor for repair, warranty coverage, method of payment; prepares and ships radios and/or equipment for repair, replacement, and updates; enters and tracks information related to repairs; applies security tags to new radios and equipment and enters data into inventory tracking system; inspects equipment to determine if it should be salvaged or disposed.	5	F	Computer; Hand tools; portable radios; various software such as: SOMAX, SharePoint, and Quartermaster		Y	Essential	
Enters data into computer software; maintains electronic and paper records and files; prepares cost estimates and projections for budget purposes.	6	F	Computer; various software such as: SOMAX, SharePoint, and Quartermaster; files		Y	Essential	
Assembles and repairs office furniture.	7	O	Hand tools, Power screwdriver		N	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; Personal Protective Equipment (PPE)		N	Essential	
Communicates by phone, in person, and by email or other written format with co-workers/supervisors and vendors to research and provide information on supplies and equipment, and to resolve problems.	9	F	Phone; Computer		Y	Essential	

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.
Participates in training to maintain and enhance knowledge and skills necessary to perform assigned duties.	10	O		Forklift certification; Online training	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
<b>Sitting</b> (i.e., using computer; operating forklift; driving delivery vehicle)	1,2,3,4,5,6,9	O			
<b>Walking</b> (i.e., taking inventory; filling orders; rotating and replenishing supplies; delivering mail and supplies; assembling and repairing office furniture)	1,2,3,4,7,8,9	F			
<b>Running</b>	N/A	N			
<b>Standing</b> (i.e., filling orders; rotating and replenishing supplies; sorting mail; assembling and repairing office furniture)	1,2,3,4,5,6,7,9	F			
<b>Bending-Neck</b> (i.e., using computer; taking inventory; filling orders; rotating and replenishing supplies; operating forklift; sorting mail; delivering mail and supplies; inspecting equipment; assembling and repairing office furniture; driving delivery vehicle)	1,2,3,4,5,6,7,9	F			
<b>Bending-Waist</b> (i.e., taking inventory; rotating and replenishing supplies; delivering mail and supplies; assembling and repairing office furniture)	1,2,3,4,7	F			
<b>Squatting</b> (i.e., taking inventory; filling orders; rotating and replenishing supplies; assembling and repairing office furniture)	1,2,3,7	O			
<b>Climbing</b> (i.e., taking inventory; filling orders; rotating and replenishing supplies)	1,2,3	O			
<b>Kneeling</b> (i.e., taking inventory; filling orders; rotating and replenishing supplies; assembling and repairing office furniture)	1,2,3,7	O			
<b>Crawling</b> (i.e., taking inventory; filling orders; rotating and replenishing supplies; assembling and repairing office furniture)	1,2,3,7	O			
<b>Twisting-Neck</b> (i.e., using computer; taking inventory; filling orders; rotating and replenishing supplies; operating forklift; sorting mail; delivering mail and supplies; assembling and repairing office furniture; driving delivery vehicle)	1,2,3,4,5,6,7,9	F			
<b>Twisting-Waist</b> (i.e., taking inventory; rotating and replenishing supplies; delivering mail and supplies; assembling and repairing office furniture)	1,2,3,4,7	F			
<b>Repetitive Hand Use</b>	1,2,3,4,5,6,7,9	F			
<b>Simple Grasping-Right Hand</b> (i.e., receiving deliveries; filling orders; rotating and replenishing supplies; collecting, sorting and delivering mail; inspecting equipment; assembling and repairing office furniture)	1,2,3,4,5,7,9	F			
<b>Simple Grasping-Left Hand</b> (i.e., receiving deliveries; filling orders; rotating and replenishing supplies; collecting, sorting and delivering mail; inspecting equipment; assembling and repairing office furniture)	1,2,3,4,5,7,9	F			
<b>Power Grasping-Right Hand</b> (i.e., filling orders; rotating and replenishing supplies; assembling and repairing office furniture)	2,3,7	O			
<b>Power Grasping-Left Hand</b> (i.e., filling orders; rotating and replenishing supplies; assembling and repairing office furniture)	2,3,7	O			
<b>Fine Manipulation-Right Hand</b> (i.e., sorting mail; inspecting equipment; assembling and repairing	4,5,7	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
office furniture)					
<b>Fine Manipulation-Left Hand</b> (i.e., sorting mail; inspecting equipment; assembling and repairing office furniture)	4,5,7	O			
<b>Pushing and Pulling-Right Hand</b> (i.e., using hand truck and carts to fill orders, rotate and replenish supplies)	2,3	F			
<b>Pushing and Pulling-Left Hand</b> (i.e., using hand truck and carts to fill orders, rotate and replenish supplies)	2,3	F			
<b>Reaching-Above shoulder level</b> (i.e., taking inventory; filling orders; rotating and replenishing supplies)	1,2,3	O			
<b>Reaching -Below shoulder level</b> (i.e., using computer; taking inventory; filling orders; rotating and replenishing supplies; collecting and sorting mail; delivering mail and supplies; assembling and repairing office furniture)	1,2,3,4,5,6,7,9	F			
<b>Lifting-up to 10 lbs.</b> (i.e., office supplies; mail; small parcels)	1,2,3,4,5,6,7,9	F			
<b>Lifting-11-25 lbs.</b> (i.e., mail trays; parcels)	2,3,7	F			
<b>Lifting-26-50 lbs.</b> (i.e., case of copy paper; boxes of files)	2,3,7	O			
<b>Lifting 51-75 lbs.</b> (i.e., Varidesk sit/stand workstation unpacked and ready to install)	2,3	O			
<b>Lifting 76-100 lbs.</b> (i.e., Varidesk sit/stand workstation in packaging)	2	O			
<b>Lifting 100 + lbs.</b>	N/A	N			
<b>Carrying 0-10 lbs.</b> (i.e., office supplies; mail; small parcels)	1,2,3,4,5,6,7,9	F			
<b>Carrying 11-25 lbs.</b> (i.e., mail trays; parcels)	2,3	O			
<b>Carrying 26-50 lbs.</b> (i.e., case of copy paper; boxes of files)	2,3	O			
<b>Carrying 51-75 lbs.</b>	N/A	N			
<b>Carrying 76-100 lbs.</b>	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
<b>Functional vision, normal or corrected</b> (i.e., using computer; operating forklift; driving delivery vehicle; collecting and sorting mail; delivering mail and supplies; inspecting equipment; assembling and repairing office furniture; taking inventory; receiving orders; filling orders; rotating and replenishing supplies)	1,2,3,4,5,6,7,8,9,10	C			
<b>Functional color vision, normal or corrected</b>	N/A	N			
<b>Functional night vision, normal or corrected</b>	N/A	N			
<b>Functional hearing, normal or corrected</b> (i.e., communicating with co-workers, supervisors, vendors in person or by phone; inspecting radio equipment)	1,2,3,5,8,9,10	F			
<b>A sense of smell or taste</b> (i.e., to sense propane leak from forklift)	2,3	O			

**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	C			
Organize own work	F			
Able to ask questions or request assistance when needed	F			
Required to make decisions independently	F			
Required to train and/or lead other staff	N			
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	O			
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	C			
Attention divided by issues requiring multi-tasking	C			
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	F			

**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)	O			
Interactions occur under circumstances of emotional stress	O			
Risk of confrontation with violent or assaultive clients or customers	O			

**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	C			
Work Outside	O			
Extreme Heat (above 100 degrees) (i.e., seasonal weather exposure)	O			
Extreme Cold (below 32 degrees) (i.e., seasonal weather exposure)	O			
Excessive Noise (must raise voice to be heard)	O			
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	O			
Acidic, Caustic Solutions (i.e., stores and issues O.C. Spray)	O			
Pesticides	N			
Explosives (e.g., dynamite, bomb, etc.)	O			
Cleaning supplies, abrasives	N			
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 (i.e., rat, mice, bird droppings near or in warehouse)	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste	N			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough surfaces	O			
Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
Proximity to moving vehicles or objects	O			
Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
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)	N			
Operates non-commercial motor vehicles (cars, trucks)	O			
Operates commercial vehicles – CDL Class <u>N/A</u> Endorsements <u>N/A</u>	N			
Operates passenger van to transport clients, inmates, etc.	N			
Pulls non-commercial trailers or equipment	N			
Operates heavy equipment	N			
Other: Forklift Certification	O			

**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.**



**Storage- variety of items**



**Office Supplies/Cart  
Rolling Storage Shelves on Tracks**



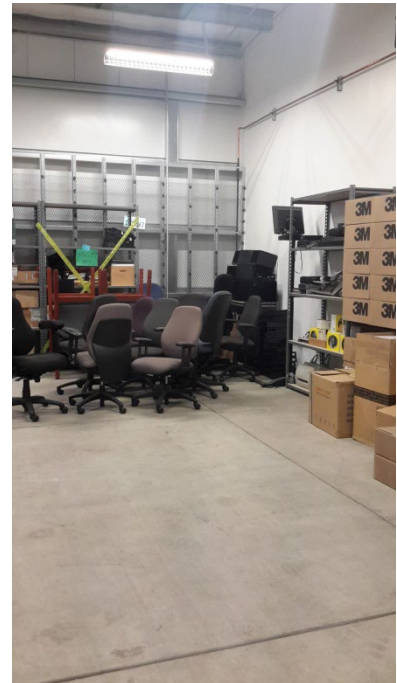
**Mobile Stairs to access higher shelves/  
Carts**



**Gun Safe for Service Weapons  
For issue or have been returned**



**Overflow storage-additional  
warehouse space  
-Pallet Jack**



**Overflow storage-additional warehouse  
space**



**Sample of Packaged Office Furniture-  
77.31 lbs. gross weight (in package)  
61.39 net weight (out of package)**



**Case of Copy Paper- 50 lbs.**



**Forklift**



**Electric Vehicle**