

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Materials and Equipment Specialist
DEPARTMENT: Information Systems Department
PHYSICAL DEMAND STRENGTH RATING: Heavy per Job Analysis

DATE COMPLETED: June 2019
DIVISION: Technical Services

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 a warehouse setting in proximity to machinery, moving parts, and forklifts.						
Using good judgment and working independently, manages storage space at warehouse locations; places supplies and equipment on shelves or cabinet's; reaches forward, above and below shoulders; lifts, pushes, pulls, carries, and places items weighing up to 70 pounds; ensures orderly placement of supplies and equipment; maintains inventory; resolves any conflicts.	1	F	Air compressor; forklift; pallet jacks; loading dock lift	Forklift Certificate	E	
Under direction, completes order forms and requisitions for department purchases; researches catalogs and other sources to determine most appropriate products/materials to order; provides cost data to supervisor or other staff; enters data into computer software; maintains electronic and paper records and files.	2	O	Computer; phone; files		E	

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.
Communicates by phone, email, or in person with staff and vendors to determine appropriate products to order, to provide information, and to resolve problems.	3	O	Computer; phone		E	
Receives computer equipment, materials, and office supplies; inventories and tags items; delivers items to proper destination, using hand carts and trucks, and pallet jack; packages damaged, obsolete or unwanted materials for their return or disposal; bends, stoops, reaches, and stands for extended periods of time.	4	F	Cart; hand truck; pallet jack		E	
Installs and removes computer and telephone equipment; assembles, moves, and stores office furniture reaches, pulls, pushes, lifts, carries, climbs, bends and squats.	5	O	Hand tools; cart; hand truck		E	
Assists in the evaluation of surplus property to determine if it should be salvaged, donated, or scrapped; wipes the drives and prepares for reuse, donation, or sale; cleans printers; uses air compressor to remove dust from equipment; records the disposition of each piece of equipment; works closely with County Purchasing to sell decommissioned equipment on E-bay or the Government Surplus site.	6	F	Computer; air compressor		E	
Conducts regular safety meetings and continuously enforces safety practices and procedures; observes work being performed for compliance with safety practices and procedures and corrects unsafe behavior; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed.	7	C	Computer		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 (i.e., operating forklift; using computer; maintaining records)	1,2,3	O			
2 Walking (i.e., placing supplies and equipment on shelves or in cabinets; receiving and inventorying equipment, materials and office supplies; delivering equipment, materials and office supplies; installing and removing computer and telephone equipment; moving office furniture; evaluating surplus property)	1,4,5,6	F			
3 Running	N/A	N			
4 Standing (i.e., using computer; placing supplies and equipment on shelves or in cabinets; receiving and inventorying equipment, materials and office supplies; delivering equipment, materials and office supplies; installing and removing computer and telephone equipment; moving office furniture; evaluating surplus property)	1,2,3,4,5,6	F			
5 Bending-Neck (i.e., operating forklift; using computer; maintaining records; placing supplies and equipment on shelves or in cabinets; receiving and inventorying equipment, materials and office supplies; delivering equipment, materials and office supplies; installing and removing computer and telephone equipment; moving office furniture; evaluating surplus property)	1,2,3,4,5,6,7	F			
6 Bending-Waist (i.e., placing supplies and equipment on shelves or in cabinets; installing and removing computer and telephone equipment; moving office furniture; evaluating surplus property)	1,4,5,6	F			
7 Squatting (i.e., placing supplies and equipment on shelves or in cabinets; installing and removing computer and telephone equipment; moving office furniture; evaluating surplus property)	1,4,5,6	O			
8 Climbing (i.e., placing supplies and equipment on shelves or in cabinets; installing and removing computer and telephone equipment; evaluating surplus property)	1,4,5,6	O			
9 Kneeling (i.e., placing supplies and equipment on shelves or in cabinets; installing and removing computer and telephone equipment; evaluating surplus property)	1,4,5,6	O			
10 Crawling (i.e., performing equipment installation under a desk)	5	O			
11 Twisting (neck) (i.e., operating forklift; using computer; maintaining records; placing supplies and equipment on shelves or in cabinets; receiving and inventorying equipment, materials and office supplies; delivering equipment, materials and office supplies; installing and removing computer and telephone equipment; moving office furniture; evaluating surplus property)	1,2,3,4,5,6,7	F			
12 Twisting (waist) (i.e., placing supplies and equipment on shelves or in cabinets; installing and removing computer and telephone equipment; moving office furniture; evaluating surplus property)	1,4,5,6	O			
13 Repetitive Hand Use	1,2,3,4,5,6	F			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
14 Simple Grasping-Right Hand (i.e., handling equipment and supplies; holding catalogs, files; installing and removing equipment; preparing surplus property to be reused, donated, or sold)	1,2,3,4,5,6	O			
15 Simple Grasping-Left Hand (i.e., handling equipment and supplies; holding catalogs, files; installing and removing equipment; preparing surplus property to be reused, donated, or sold)	1,2,3,4,5,6	O			
16 Power Grasping-Right Hand (i.e., handling heavy supplies; receiving and inventorying equipment, materials, office supplies; assembles, moves, store office furniture)	1,4,5	O			
17 Power Grasping-Left Hand (i.e., handling heavy supplies; receiving and inventorying equipment, materials, office supplies; assembles, moves, store office furniture)	1,4,5	O			
18 Fine Manipulation-Right Hand (i.e., tagging and inventorying items; assembling office furniture; preparing surplus property to be reused, donated or sold)	4,5,6	O			
19 Fine Manipulation-Left Hand (i.e., tagging and inventorying items; assembling office furniture; preparing surplus property to be reused, donated or sold)	4,5,6	O			
20 Pushing and Pulling (right hand) (i.e., placing supplies and equipment on shelves and in cabinets; receiving equipment, materials, office supplies; delivering items; moving office furniture)	1,4,5,6	F			
21 Pushing and Pulling (left hand) (i.e., placing supplies and equipment on shelves and in cabinets; receiving equipment, materials, office supplies; delivering items; moving office furniture)	1,4,5,6	F			
22 Reaching (above shoulder level)	1,4,5	O			
23 Reaching (below shoulder level)	1,2,3,4,5,6	F			
24 Lifting-up to 10 lbs. (i.e., records, files; laptop bags and cases)	1,2,3,4,5,6,7	F			
25 Lifting-11-25 lbs. (i.e., U.P.S. [Uninterruptible Power Supply]Battery)	1,4,5	F			
Lifting 26-50 lbs. (i.e., boxed servers)	1,4,5	O			
27 Lifting 51-75 lbs. – assisted lift (i.e., large boxed servers; various printers)	1,4,5	O			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs. (i.e., records, files; laptop bags and cases)	1,2,3,4,5,6,7	F			
31 Carrying 11-25 lbs. (i.e., U.P.S. [Uninterruptible Power Supply]Battery)	1,4,5	F			
32 Carrying 26-50 lbs. (i.e., boxed servers)	1,4,5	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 (i.e., placing supplies and equipment on shelves or in cabinets; using computer for a variety of tasks; operating forklift; inventorying and tagging items; delivering items; installing and removing computer and telephone equipment; assembling office furniture; evaluating surplus property; preparing surplus property for reuse, donation or sale)	1,2,3,4,5,6	C			
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected (i.e., to avoid hazards, such as the fork lift; communicating with supervisors, other staff, vendors; installing computer and phone equipment)	1,2,3,5,6	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	F			
5 Required to train and/or lead other staff	O			
6 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
1 Tightly scheduled and rapid pace of work activities at high volume	F			
2 Meet time sensitive deadlines	O			
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	O			
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	O			
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)	O			
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) (i.e., occasional seasonal weather exposure)	O			
4 Extreme Cold (below 32 degrees) (i.e., occasional seasonal weather exposure)	O			
5 Excessive Noise (must raise voice to be heard) (i.e., while air compressor or forklift is being operated)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke (i.e., cleaning and removing dust from equipment for reuse, donation or sale)	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 (i.e., screen or monitor cleaners)	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.)	O			
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	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery) (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects (i.e., forklift; pallet jack)	O			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
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) (i.e., while performing work in jail, health services)	O			
33 Operates non-commercial motor vehicles (cars, trucks)	N			
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	N			
37 Operates heavy equipment	N			
38 Other:	O			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS: Not Applicable

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.



New Computer Servers-
21" x 22.5" x 10" = 45 lbs.
30" x 24" x 10"= 55 lbs.
Lifted from 6" to 33" cart



Example of Storage and Carts



Example of Storage and Carts



Lift Assist in back Left Corner-
Can lift up to 770 lbs. from
18 inches to 60 inches



Only Empty boxes on top shelf
Cart base at 10 inches
Cart Handle- 32 inches



HP Printer- up to 70 lbs. lifted
from 10 inches to 67 inches



County Delivery Van

PART 12 – FORM REVIEW AND SIGNATURES

OCCUPATIONAL HEALTH CONSULTANTS

Name: _____ Title: _____

Signature: _____ Date: _____

SUPERVISOR/SECTION MANAGER

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES RECRUITMENT AND CLASSIFICATION

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES SAFETY UNIT

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES DISABILITY MANAGEMENT

Name: _____ Title: _____

Signature: _____ Date: _____

PART 13 – MEDICAL PROVIDER REVIEW AND COMMENTS

Employee Name: _____ Date of Evaluation: _____

COMMENTS: _____

Provider Signature: _____ Date: _____