

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical required: General physical, Diabetes, BP, Vision, and Back strength and lifting.

PATIENT NAME:

JOB TITLE: Administrative Specialist III

DEPARTMENT: Public Health

WORK SCHEDULE: Variable

JOB DESCRIPTION: Serves as Lead clerical staff, using independent judgment under limited supervision to oversee and coordinate supplies/inventory/equipment functions for Jail Health Services including ordering, receiving inventory, unpacking inventory, stocking supply stations, monitoring/tracking inventory, performing minor repairs on equipment, and facilitating repair and maintenance of equipment.

WORK ENVIRONMENT: Custodial Institution (Jail)

ESSENTIAL FUNCTIONS: Serves as Lead for supplies/inventory/equipment functions for Jail Health Services, and distribute work load among other office employees, provide direction and training and monitor the quality and completion of work. Plan work organization, approve leaves, establish work methods, recommend changes in work load and procedures, participate in employee selection process and provide input on the performance of co-workers. Order, receive inventory, unpack inventory, stock supply stations, monitor/track inventory, perform minor repairs on equipment, and facilitate repair and maintenance of equipment. Interpret established policies, procedures, regulations, internal data, and other requirements in order to provide authoritative program-specific information to customers (e.g., managers, vendors, section employees). Research and summarize specialized or technical information from varied sources (e.g., about needed product specifications or product options), and make recommendations. Organize, oversee, establish and maintain data sources that may include contracts, budgets, payroll, inventory, warranty and service history, and/or other records. Compose, draft, summarize, prepare, proofread and/or edit documents, forms, contracts, ordinances, motions and/or correspondence to ensure these conform to the appropriate use of the English language, specialized terminology and established procedures. Will include creation of entirely new forms. Prepare budget and budget revision materials and/or federal or Washington State grant documents according to specific directions; perform financial, payroll or other financial/numeric work requiring the application of accepted bookkeeping or basic accounting methods and applications.

Exposures:

NO Outside weather

NO Non-weather related
temp below 55°

NO Non-weather related
temp above 75°

NO Humidity/dampness

NO Moving mechanical parts

NO Exposed high places

NO Vibration

NO Toxic or caustic chemicals

NO Confined spaces

NO Wet NO Gasses

NO Fumes NO Odors

NO Dusts NO Mists

NO Radiation NO explosives

NO Noise Level _____

____ Other _____

Special Requirements:

CDL Respirator use

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 2 hours
Walking <input type="checkbox"/> uneven terrain	2 – 3 hours
Sitting	2 – 4 hours
Climbing stairs	0 – 1 hour
Climbing _____	0
Balancing	0
Bending/Stooping	0 – 1 hour
Kneeling	0 – 1 hour
Crouching	0 – 1 hour
Crawling	0
Foot controls	0
Reaching above shoulders	0 – 1 hour
Reaching waist-shoulder	0 – 1 hour

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 1 hour
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	0 – 1 hour
Lifting/Carrying 11-20#	0 – 1 hour
Lifting/Carrying 21-50#	0 – 1 hour
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	0 – 1 hour
Hand Controls	0
Fingering <input checked="" type="checkbox"/> keyboarding	2 – 4 hours
Vision to assure safety of others	0 – 1 hour
Hearing to assure safety of others	0 – 1 hour
Pushing cart on wheels loaded with up to 75#	0 – 1 hour

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

Physician's Signature

Date