

Position Factor Listing

Purchasing Agent Specialist (County)

Point Range: 510 - 529

Position Factors

<p>1. Knowledge: Combined required minimum education/experience for competent performance</p> <table border="1"> <thead> <tr> <th rowspan="2"><u>Education</u></th> <th colspan="3"><u>Experience Range - Years</u></th> <th rowspan="2"></th> </tr> <tr> <th><u>Up to 3</u></th> <th><u>4-7</u></th> <th><u>8+</u></th> </tr> </thead> <tbody> <tr> <td>A. High School</td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> <tr> <td>B. A.A/Vocational training</td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> <tr> <td>C. B.S/B.A.</td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> <tr> <td>D. M.S/ M.A.</td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> <tr> <td>E. MS+ (Sr. Mgmt.)</td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> </tbody> </table>					<u>Education</u>	<u>Experience Range - Years</u>				<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>	A. High School	1	2	3		B. A.A/Vocational training	1	2	3		C. B.S/B.A.	1	2	3		D. M.S/ M.A.	1	2	3		E. MS+ (Sr. Mgmt.)	1	2	3	
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<p>3. Problem Solving: Thinking environment to perform job duties</p> <p>A. Follow established routine and well-defined patterns</p> <p>B. Some analysis; known solutions</p> <p>C. Apply established principles; determine method</p> <p>D. Follows broad policies; known objectives</p> <p>E. Establish policies based on goals/strategies</p>																																					
<p>4. Decision Making Freedom: Freedom to take action</p> <p>A. Follows instructions; refer decisions to a higher authority</p> <p>B. Occasional independent action; interpret practices/procedures</p> <p>C. Independence within specialty area; report progress</p> <p>D. Frequent independent action; may impact other areas</p> <p>E. Regular independent action; follows broad policies</p>																																					
<p>5. Position Impact: Degree of job impact on the District</p> <p>A. Minor to total organization; moderate to work unit</p> <p>B. Advisory to work unit; used by others to take action</p> <p>C. Substantial support, advice, and counsel to work unit</p> <p>D. Substantial direct impact on unit's results</p> <p>E. Authoritative to unit/substantial to District</p>																																					

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
A2	A4	B	A	B