

## Position Factor Listing

Purchasing Agent I  
Point Range: 655 - 684

### Position Factors

1. <b>Knowledge:</b> Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</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
2. <b>Human Relations Skills:</b> All interpersonal skills required to produce the desired end result				
		<u>*Organization Contact Level</u>		
<u>Required skill level</u>		1	2	3
A. Moderately important; courtesy/tact		1	2	3
B. <b>Important; communicate ideas/lead team</b>		1	2	3
C. Very important; influencing others; supervise/manage		1	2	3
D. Critical to end result; convincing others; lead/motivate		1	2	3
<b>*Definitions</b>				
1 – Immediate workgroup		2 – Outside of immediate workgroup		
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties		
3. <b>Problem Solving:</b> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. <b>Apply established principles; determine method</b>				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				
4. <b>Decision Making Freedom:</b> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. <b>Occasional independent action; interpret practices/procedures</b>				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				
5. <b>Position Impact:</b> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. <b>Advisory to work unit; used by others to take action</b>				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

### Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
A2	B2	C	B	B