

## Position Factor Listing

Purchasing Agent II  
Point Range: 715 - 754

### Position Factors

<p>1. <b><u>Knowledge</u></b>: Combined required <b>minimum education/experience for competent performance</b></p>				
		<b><u>Experience Range - Years</u></b>		
<b><u>Education</u></b>		<b><u>Up to 3</u></b>	<b><u>4-7</u></b>	<b><u>8+</u></b>
A. High School		1	2	3
B. <b>A.A/Vocational training</b>		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
<p>2. <b><u>Human Relations Skills</u></b>: All interpersonal skills required to produce the desired end result</p>				
		<b><u>*Organization Contact Level</u></b>		
<b><u>Required skill level</u></b>		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		
<p>3. <b><u>Problem Solving</u></b>: 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. <b>Apply established principles; determine method</b></p> <p>D. Follows broad policies; known objectives</p> <p>E. Establish policies based on goals/strategies</p>				
<p>4. <b><u>Decision Making Freedom</u></b>: Freedom to take action</p>				
<p>A. Follows instructions; refer decisions to a higher authority</p> <p>B. <b>Occasional independent action; interpret practices/procedures</b></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. <b><u>Position Impact</u></b>: Degree of job impact on the District</p>				
<p>A. Minor to total organization; moderate to work unit</p> <p>B. <b>Advisory to work unit; used by others to take action</b></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
B2	B3	C	B	B