

Position Factor Listing

Purchasing Agent III
Point Range: 755 - 794

Position Factors

<p>1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance</p>					
		<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	
<p>2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result</p>					
		<u>*Organization Contact Level</u>			
<u>Required skill level</u>		1	2	3	4
A. Moderately important; courtesy/tact		1	2	3	4
B. Important; communicate ideas/lead team		1	2	3	4
C. Very important; influencing others; supervise/manage		1	2	3	4
D. Critical to end result; convincing others; lead/motivate		1	2	3	4
*Definitions					
1 – Immediate workgroup		2 – Outside of immediate workgroup			
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties			
<p>3. <u>Problem Solving:</u> Thinking environment to perform job duties</p>					
A. Follow established routine and well-defined patterns					
B. Some analysis; known solutions					
C. Apply established principles; determine method					
D. Follows broad policies; known objectives					
E. Establish policies based on goals/strategies					
<p>4. <u>Decision Making Freedom:</u> Freedom to take action</p>					
A. Follows instructions; refer decisions to a higher authority					
B. Occasional independent action; interpret practices/procedures					
C. Independence within specialty area; report progress					
D. Frequent independent action; may impact other areas					
E. Regular independent action; follows broad policies					
<p>5. <u>Position Impact:</u> Degree of job impact on the District</p>					
A. Minor to total organization; moderate to work unit					
B. Advisory to work unit; used by others to take action					
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
C2	B4	C	B	B