


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Purchasing Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>128</u></p>
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<p>Decision Making</p> <p>Follows prescribed standards when ordering and maintaining stock and non-stock supplies. Modifies ordering schedules when required to meet department needs. Utilizes choice of action when researching new products or obtaining stock from alternate vendors in emergency situations.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience in a Materials Management or related setting. Six (6) months on the job to obtain purchasing course(s) and become familiar with Materials Management software programs and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p>Independent Judgement</p> <p>Performs purchasing activities in accordance with established procedures. Resolves minor operating problems when researching alternative suppliers or seeking vendors for out-of-stock situations.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Uses appropriate tact when discussing product problems/shortages with departments. Has regular contact with vendors and suppliers.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
Orders stock and non-stock supplies, maintains inventory levels, reconciles invoices, and maintains records to meet quality and service requirements. Improper record keeping could result in inaccurate billing and stock shortages which could delay related services and affect the work of other departments.	<u>2.0</u>
Leadership and/or Supervision Provides orientation to staff. Provides functional guidance to staff with product information, evaluation and pricing.	<u>1.5</u>
Physical Demands Regular physical effort working on computer using accurate hand-eye coordination.	<u>2.0</u>
Sensory Demands Regular sensory effort with computer operation while communicating with vendors and staff with periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional minor disagreeable conditions such as interruptions and multiple deadlines.	<u>2.0</u>