


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Purchasing Agent</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>217</u></p>
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<p>Decision Making</p> <p>Utilizes choice of action when negotiating and awarding supply contracts. Solicits, researches, arranges demonstrations/evaluation and negotiates equipment/supply purchases.</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Purchasing Management Association of Canada certificate (167 hours).</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous experience working in a computerized health care materials/inventory/stores setting. Eighteen (18) months on the job to become familiar with computer system, service contract agreements/negotiations, capital equipment purchases, health care products and region/facility/department policies and procedures.</p>	<p><u>7.0</u></p>
<p>Independent Judgement</p> <p>Resolves minor purchasing problems such as sourcing alternate supplies in emergencies. Conducts various purchasing activities within generally accepted practices. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with late deliveries and back orders. Exercises judgement within the limits of region policy for vendor selection based on departmental needs.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Provides technical explanation/advice on purchasing procedures and practices to user departments. Has regular contact with the business community and other employees requiring tact and discretion when negotiating purchasing and supply agreements.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
<p>Coordinates the procurement process by maintaining adequate resources to meet quality and service requirements. Misjudgment in ordering may cause substantial delay in services and result in inadequate supplies. Improper completion or tracking of purchase orders leads to over-billing or surplus/shortages of supplies. Misjudgements in purchase specifications may increase costs significantly due to contract amendments.</p>	<u>3.0</u>
<p>Leadership and/or Supervision</p> <p>Provides orientation to staff. Coordinates and channels work to purchasing support staff. Provides functional advice regarding purchasing policies and practices to user departments and vendors.</p>	<u>2.5</u>
<p>Physical Demands</p> <p>Regular physical effort while simultaneously operating computer and communicating on the phone.</p>	<u>2.0</u>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing, computer operation and communicating with end-users and vendors with periods of competing multiple sensory demands.</p>	<u>2.5</u>
<p>Environment</p> <p>Exposure to occasional minor conditions such as interruptions and multiple deadlines.</p>	<u>2.0</u>