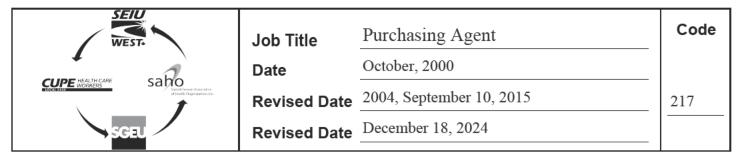
Job Evaluation Rating Document



Decision Making	Degree
Utilizes choice of action when negotiating and awarding supply contracts. Solicits, researches, arranges demonstrations/evaluations and negotiates equipment/supply purchases for program/project/service areas.	3.5
	3.3

Education	Degree
Grade 12. Supply Chain Canada - Supply Management Training (254 hours).	
	2.0

Experience	Degree
Twenty-four (24) months previous experience working in computerized purchasing/stores/distribution. Eighteen (18) months on the job to become familiar with computer programs, service contract agreements/negotiations, capital equipment purchases, health care products and to become familiar with department policies and procedures.	7.0

Independent Judgement	Degree
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 policy for vendor selection based on departmental needs.	4.0

Working Relationships	Degree
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.	4.0

Misjudgement 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. 3.0

Job Title

Provides occasional guidance to the primary function of others, including training. Coordinates and channels work to purchasing support staff. Provides functional advice regarding purchasing policies and practices to user departments and vendors. Degree 2.5

Physical Demands	Degree
Regular physical effort entering purchasing information with frequent periods of computer operation requiring regular accurate coordination of fine movements.	
	2.5

Sensory Demands	Degree
Regular sensory effort reading, writing, computer operation and communicating with end-users and vendors with periods of competing multiple sensory demands.	
	2.5

Environment	Degree
Occasional exposure to minor conditions such as interruptions and multiple deadlines.	İ
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