

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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POSITION DESCRIPTION COVER SHEET**RECOMMENDED**

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE
Purchasing Agent

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	1105		06	MONTH/DAY/YEAR 4/22/02	YES NO	MS

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-4	550	6. Personal Contacts	2	75
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	B	
3. Guidelines	3-2	125	8. Physical Demands	8-1	5
4. Complexity	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-3	150	27. TOTAL POINTS		27. 1335
PCS for Purchasing Series, GS-1105 (TS-78, 2/69/ TS-122, 3/93)			28. GRADE		28. 06

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/02
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks FLSA: N Standard Job#1105-06	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D//R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 06	6. IP NO. (8)

B. MASTER RECORD										
1. PAY GS	2. OCC.SER (4) 1105	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) PURCHSG AGT						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA			8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DA YEAR 04 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

C. INDIVIDUAL POSITION															
1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 06PA							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG				4=Sup./Program 5=RGEG 6=Policy Analysis GEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use				19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)										5=Series Change		9=Other			
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.			6=Pos. Upgrade 7=Pos. Downgrade						
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE						31. DATE									
32. REMARKS Standard Job #1105-06															

A. Major Duties

Typical, but not all inclusive, duties are illustrated by performance of any combination of the following:

Conducts open-market negotiations for the purchase of supplies, services, construction, and scientific equipment. Selects contractors and awards contracts up to the delegated small purchase contracting limitation.

Makes competitive or sole source small purchases that involve collecting data to determine price reasonableness for new items, preparing detailed written solicitations, tailoring special terms and conditions, establishing blanket purchase agreements.

Identifies problem areas in specifications or work statements, determines if quotations are responsive, or decides if substitutions are acceptable or should be referred to supervisor for review.

Selects or tailors clauses for purchases that involve special handling such as inspection, acceptance, packaging, shipping, or testing. Determines the best method of transportation for articles ordered depending on urgency of request.

Reviews requisitions for proper nomenclature, minimum requirements, delivery time, and sufficient statement of work. Works closely with program personnel in clarifying needs, preparation of statements of work, and justifications. Submits appropriate recommendations to requisitioners for resolving statement of work deficiencies.

Uses electric typewriter or personal computers and related software to type various correspondence related to the work described above.

B. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-4: 550 pts.)

Knowledge of Federal, Departmental, and Agency laws, regulations, and policies on procurement in order to make competitive or sole source purchases within delegated authority.

Knowledge of supply sources, both national and local, involved in purchasing of technical research and scientific equipment, services, and supplies.

Knowledge of transportation and shipping methods.

Knowledge of the Service Contract Act of 1965, Davis Bacon Act and Associated Labor Laws, Walsh Healey Act, and Public Law 95-507.

Knowledge of price analysis techniques to evaluate prices or costs and determine reasonableness.

Knowledge of various acquisition clauses to select or tailor clauses for purchases that involve special handling.

Knowledge of post-award procedures to discuss equitable price adjustments for modifications to purchase orders and determine whether to recommend termination of an accepted purchase order.

Skill in written and oral communication.

Skill in operating an electric typewriter or a personal computer, including related software, modems and printers.

2. Supervisory Controls (FLD 2-3: 275 pts.)

The incumbent's supervisor assigns work with standing instructions on objectives, priorities, and deadlines. Incumbent carries out daily work assignments independently, seeking guidance in situations of difficult termination actions, claim settlement. Review of work is accomplished by spot checking the appropriateness of decisions and based on feedback from requisitioners.

3. Guidelines (FLD 3-2: 125 pts.)

Guidelines consist of Federal, Departmental and Agency laws, regulations, and procedures, Federal Property Management Regulations, Public Laws, Comptroller General Decisions, Office of Federal Procurement Policy Letters, and Government Printing and Binding Regulations. Incumbent uses judgment in interpreting the available guidelines and in selecting the appropriate references and procedures to use in making purchases.

4. Complexity (FLD 4-3: 150 pts.)

Incumbent provides procurement support for the assigned program area(s) and exercises considerable initiative, judgment, and originality to meet the objectives

of each purchase. Day-to-day independent action is necessary to make the most advantageous procurement by evaluating contractor responsiveness, responsibility, price, delivery dates, discounts, possible substitutes, and transportation and handling charges. Incumbent makes choices, such as whether to meet requirements by ordering against an existing contract or through open market procedures, whether and how to solicit quotes, or what terms and conditions apply. Incumbent determines appropriate purchase strategy by analyzing a variety of information such as contract specifications, FAR parts, history files, item characteristics, or catalogs.

5. Scope and Effect (FLD 5-3: 150 pts.)

The primary purpose of the work is to assure that procurement support is provided to the assigned program area(s). The incumbent purchases services, specialized equipment, supplies, etc., where various commercial and/or specialized requirements must be met, and applies conventional practices to resolve a variety of purchasing problems encountered. The work has a direct impact on the efficiency and timeliness of the programs supported and the Agency's retention and exercise of contracting authority.

6. Personal Contacts (FLD 2b: 75 pts.)
and

7. Purpose of Contacts

Contacts are with clients in the serviced organization, contracting personnel at the Area and Headquarters levels, other Headquarters or Area personnel, sales representatives, and other contracting personnel. Contacts are made to plan and coordinate purchase activities including providing guidance and assistance to requisitioners; preventing, correcting, and resolving delays and misunderstandings; clarifying contract requirements; negotiating prices, delivery dates; and modifying terms.

8. Physical Demands (FLD 8-1: 5 pts.)

Work requires some physical effort, such as standing, walking, bending, or sitting. Some travel may be required.

9. Work Environment (FLD 9-1: 5 pts.)

The majority of the work is performed in an office setting.

**Purchasing Agent
GS-1105-06**

Standard Job #1105-06

C. Other Considerations (Check if applicable)

- Exercises delegated small purchase authority up to _____
- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: _____

TOTAL POINTS: 1335
GRADE CONVERSION: GS-06