

<b>REASON FOR THIS POSITION</b>			<b>POSITION DESCRIPTION COVER SHEET</b>		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER			

<b>RECOMMENDED</b>					
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>		

<b>OFFICIAL</b>						
10. TITLE <b>Purchasing Agent</b>						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	1105		05	MONTH/DAY/YEAR 2/10/10	YES NO	TV

<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>	
1 <sup>st</sup>	5th
2nd	6th
3rd	7th
4th	8th

<b>SUPERVISOR'S CERTIFICATION</b>			
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 continue violations of such statute or their implementing regulations.			
19. Supervisor's Signature		20. Date	22. Second Level Supervisor's Signature
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

<b>FACTOR EVALUATION SYSTEM</b>					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-3	350	6. Personal Contacts	6-2	
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-b	75
3. Guidelines	3-2	125	8. Physical Demands	8-1	5
4. Complexity	4-2	75	9. Work Environment	9-1	5
5. Scope and Effect	5-3	150	<b>27. TOTAL POINTS</b>		27. 910
OPM PCS for Purchasing Series, GS-1105, March 1993				28. <b>GRADE</b>	28. GS-5

<b>CLASSIFICATION CERTIFICATION</b>		<b>GS-5 = 855-1,100 points</b>
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/ TINA VOGLESONG		30. Date 2/10/10
31. Name and Title: Tina Voglesong, Human Resources Spec (Class)		
32. Remarks: FLSA: N Nonsensitive/low risk FPL: GS-6 or GS-7 Standard Job# 1105-05 FPL/SOD		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/WR	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 05	6. IP NO. (8)
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**B. MASTER RECORD**

1. PAY PLAN (2) GS	2. OCC.SER (4) 1105	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0001	5. OFF. TITLE (38) PURCHSG AGT										
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 2 = Supv/ GSSG 4 = Supv. CSRA 5 = Mer 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 DAY YEAR 2 10 2010							
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) 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) (4) (4) (4)														
17. INTERDIS. TITLE CD. (50)														
(5) (5) (5) (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 N 0 = None 3 = 278 4 = 450		3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C			4. POS. SENS. (1) 1N N 1 = Low Risk/nonsens 2 = Noncrit sens 3 = Critical sens 4 = Spec sens 5 = Mod risk 6 = High risk			5. COMP. LEV. (4)										
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 2 10 2010		
18. GD. BASIS. IND. (1) 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. BUD(1) Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																				
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.			9=Other								
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# 1105-05 FPL/SOD

