

**IBC GS-1105 and 1106 Cluster**  
**Purchasing Agents and Procurement Technician Positions**  
**Final**

Approved by the Competency Modeling Validation Review Board 02/27/12

<b>Competency</b>	<b>Definition</b>	<b>Proficiency Level</b>	<b>Remarks</b>						
Analytical Thinking	Able to breakdown raw information and undefined problems into specific, workable components that, in turn, clearly identify the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches that are relevant to the decision making process.	<table border="0" style="width: 100%; text-align: center;"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-09</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-09</u>	2	3	5	
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2	3	5							
Information Management	Identifies a need for and knows where or how to gather information, organizes and maintains information or information management systems.	<table border="0" style="width: 100%; text-align: center;"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-09</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-09</u>	2	3	5	
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Legal, Government, & Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process	<table border="0" style="width: 100%; text-align: center;"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-09</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-09</u>	2	3	5	
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**Additional Purchasing Agent (GS-1105) Competencies:**

<b>Competency</b>	<b>Definition</b>	<b>Proficiency Level</b>	<b>Remarks</b>						
Decision Making	Makes sound, well-informed and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.	<table border="0"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-09</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-09</u>	2	3	5	
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2	3	5							
Technical - Purchasing	Performs work to acquire supplies, services and equipment by purchase, rental or lease through delivery orders and/or purchase procedures to accomplish the goals of the organization.	<table border="0"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-09</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-09</u>	2	3	5	
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**Additional Procurement Technician (GS-1106) Competency:**

<b>Competency</b>	<b>Definition</b>	<b>Proficiency Level</b>	<b>Remarks</b>						
Technical – Procurement	Performs work in support of Acquisitions staff such as preparing, controlling, verifying and reviewing procurement documents and reports; contacting vendors to get status of orders and to expedite delivery; maintaining procurement files; and resolving a variety of shipment, payment, and related discrepancies.	<table border="0"> <tr> <td><u>GS-01-04</u></td> <td><u>GS-05-06</u></td> <td><u>GS-07-09</u></td> </tr> <tr> <td>2</td> <td>3</td> <td>5</td> </tr> </table>	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-09</u>	2	3	5	
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2	3	5							

### **Proficiency Level Definitions:**

**1 = Awareness:** Applies the competency in the simplest situations; requires close and extensive guidance; demonstrates awareness of concepts and processes.

**2 = Basic:** Applies the competency in somewhat difficult situations; requires frequent guidance; demonstrates familiarity with concepts and processes.

**3 = Intermediate:** Applies the competency in difficult situations; requires occasional guidance; demonstrates understanding of the concepts and processes.

**4 = Advanced:** Applies the competency in considerably difficult situations; generally requires little or no guidance; demonstrates broad understanding of concepts and processes.

**5 = Expert:** Applies the competency in exceptionally difficult situations; serves as a key resource and advises others; demonstrates comprehensive expert understanding of concepts and processes.