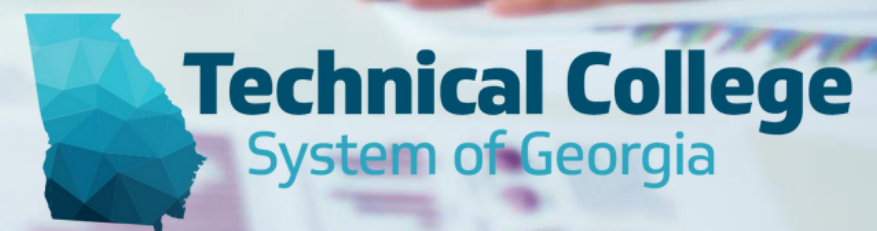




# 2022 WORKFORCE STRATEGIES INITIATIVE

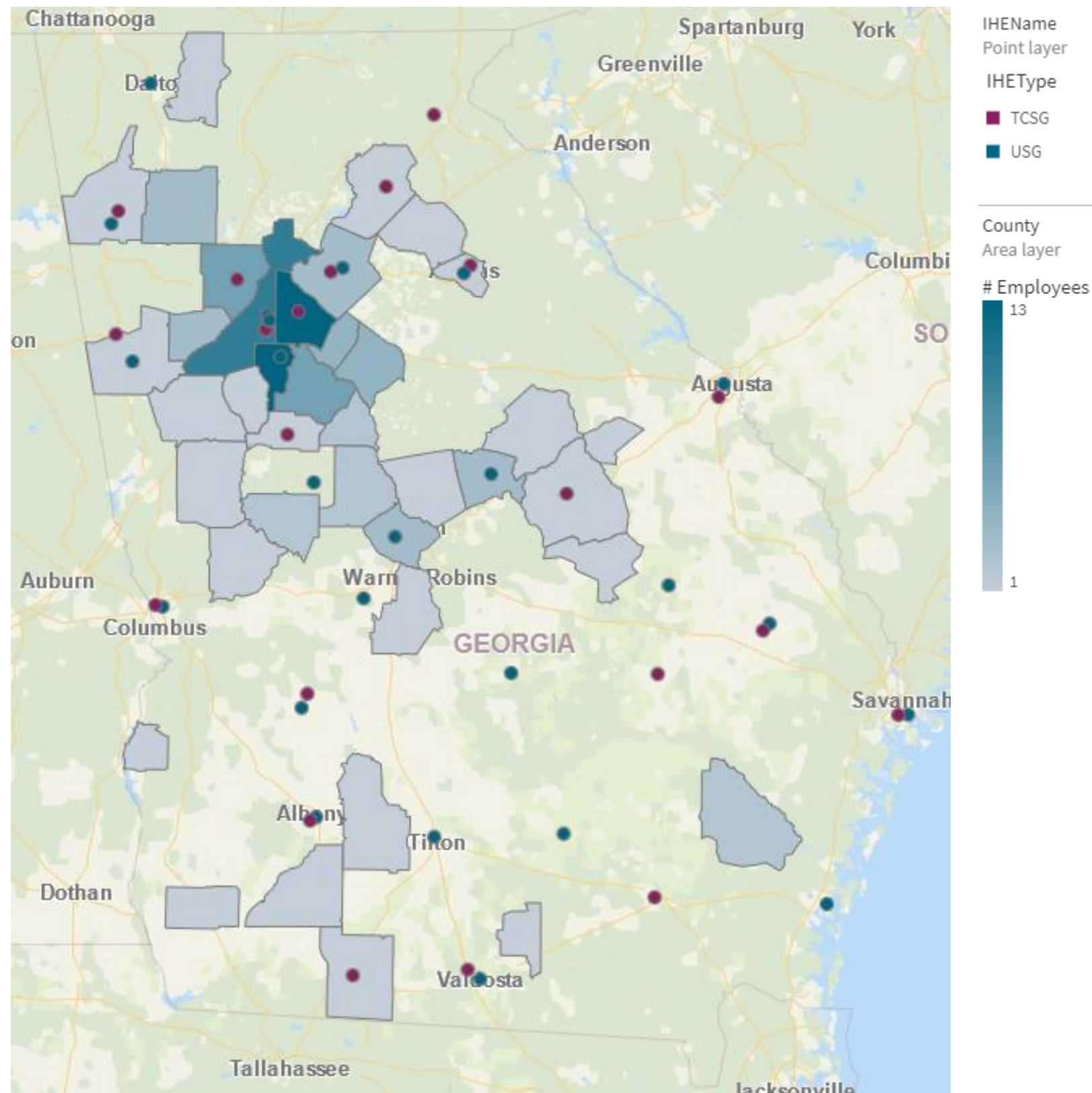




# Procurement and Purchasing



# Location of People in the Procurement Agent Job



- People in the procurement agent job are located in several regions of the state
- 59 procurement agents live in a county in the Atlanta Regional Commission, 44 live in other counties across the state

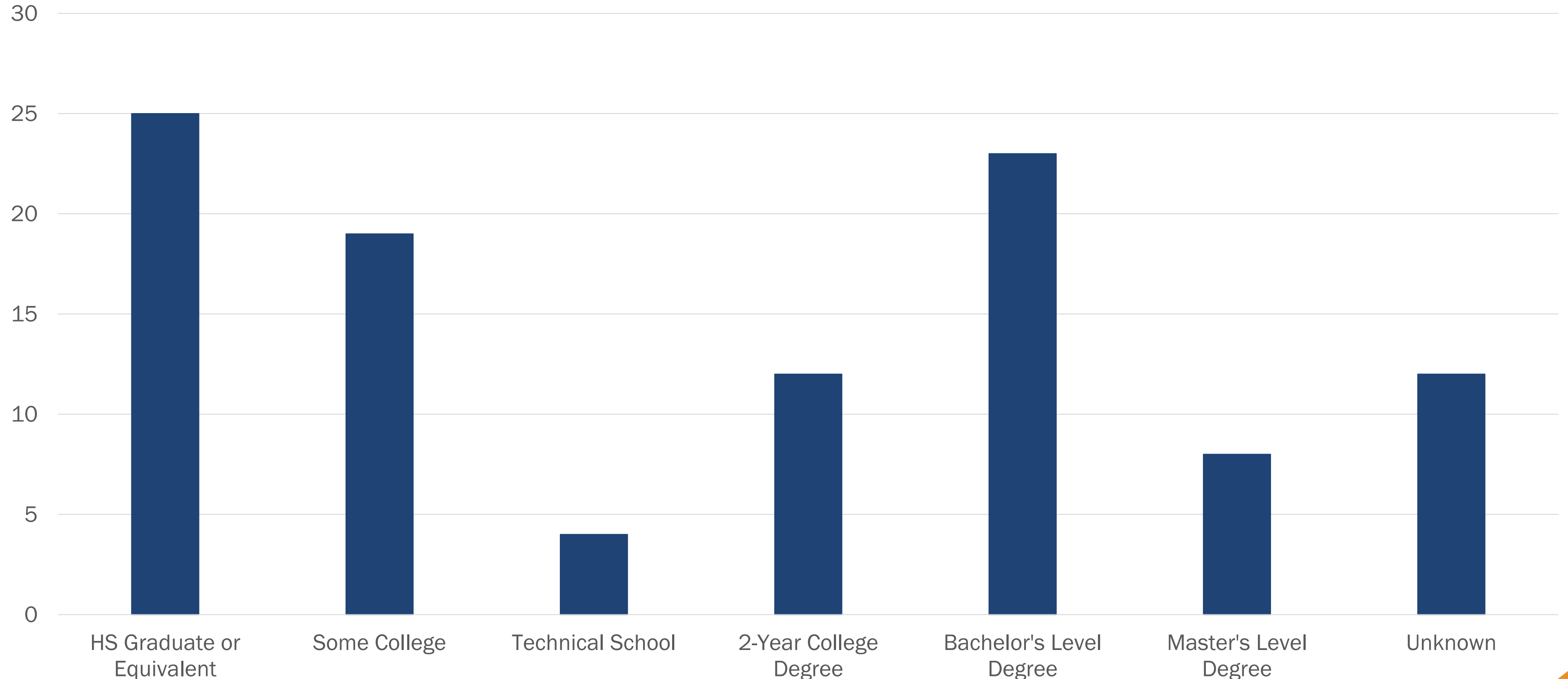
# Top 5 Agencies with the Highest Number of Purchasing/Procurement Agents

Agency	June 2018 Employee Count	June 2021 Employee Count	Percent Change	FY21 Turnover Rate	FY21 Hires/Rehires	FY21 Separations
All Agency Totals (31)	107	103	-3.7%	8.8%	9	9
Department of Transportation	35	33	-5.7%	10.2%	2	3
Department of Corrections	10	12	20.0%	9.5%	1	1
Department of Behavioral Health and Developmental Disabilities	7	6	-14.3%	0.0%	0	0
Department of Juvenile Justice	7	5	-28.6%	25.5%	0	1
Department of Labor	5	5	0.0%	0.0%	0	0
All Other Agencies	43	42	-2.3%	8.4%	6	4

# Purchasing/Procurement Occupations

Job	June 2018 Employee Count	June 2021 Employee Count	Percent Change	FY21 Turnover Rate	FY21 Hires/Rehires	FY21 Separations
Total	107	103	-3.7%	8.8%	9	9
Purchase/Procurement Agent 1	45	40	-11.1%	11.6%	2	4
Purchase/Procurement Agent 2	36	35	-2.8%	10.3%	5	4
Purchase/Procurement Agent 3	26	28	7.7%	3.4%	2	4

# Purchasing/Procurement Education Level at Time of Hire



# Purchasing/Procurement Job Descriptions





# Purchase/Procurement Agent 1

Job Code	Job Title	Salary Plan	Grade	Min Salary	Mid Salary	Max Salary
FEP020	Purchase/Procurement agent	SWD	I	\$29,973	\$42,819	\$52,453

Job Summary: Under supervision, provides professional level category support in a variety of procurement activities. Provides assistance in on-going category and vendor performance management.

Entry Qualifications: Associate's degree in business administration, public administration or a directly related field from an accredited college or university OR Two years of experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions. Note: Some positions may require certification. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.



# Purchase/Procurement Agent 2

Job Code	Job Title	Salary Plan	Grade	Min Salary	Mid Salary	Max Salary
FEP021	Purchase/Procurement agent	SWD	J	\$32,970	\$47,101	57,699

Job Summary: Under supervision, provides professional level category support in a variety of procurement activities. Provides assistance in on-going category and vendor performance management.

Entry Qualifications: Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university OR Four years of experience in a purchasing environment OR Two years of experience at the lower level Purchase/Procurement Agent 1 (FEP020) or position equivalent. Note: Some positions may require certification. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

# Purchase/Procurement Agent 3

Job Code	Job Title	Salary Plan	Grade	Min Salary	Mid Salary	Max Salary
FEP022	Purchase/Procurement agent	SWD	K	\$36,268	\$51,811	\$63,469

Job Summary: Under broad supervision, provides in-depth research and analytical support for a complex category in a variety of procurement activities, and/or leads a less-complex category. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned less-complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance.

Entry Qualifications: Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university AND Two years of experience in a purchasing environment OR Six years of experience in a purchasing environment OR Two years of experience at the lower level Purchase/Procurement Agent 2 (FEP021) or position equivalent. Note: Some positions may require certification. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis