

# Job Code Catalog: Procurement

As of: 2/21/24

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Job Code	Job Title	Salary Plan	Grade
FEM050	Mgr, Purchasing/Inventory	SWD	M

Min Salary  
\$53,310.72

Mid Salary  
\$70,677.24

Max Salary  
\$88,043.76

### Job Summary

Manages a specialized category in Strategic Sourcing. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement division or category and vendor performance. May manage multiple categories.

### Entry Qualifications

Bachelor's degree in accounting, business, or a related field from an accredited college or university and five (5) years of professional job-related experience in inventory, purchasing, or supply chain management, which includes two (2) years in a managerial or supervisory role; or Two years of experience at the lower level Purchasing Agent Spv (FET043) or equivalent position. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

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Job Code	Job Title	Salary Plan	Grade
FEM051	Mgr 2, Purchase/Inventory	SWD	N

Min Salary  
\$59,331.12

Mid Salary  
\$78,955.29

Max Salary  
\$98,579.45

### Job Summary

Leads a specialized category in Strategic Sourcing. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement division or category and vendor performance. May manage multiple categories. Directs subordinate supervisors and staff.

### Entry Qualifications

Bachelor's degree in accounting, business, or a related field from an accredited college or university and seven (7) years of professional job-related experience in inventory, purchasing, or supply chain management which includes four (4) years in a managerial role; or Two (2) years of experience at the lower level Mgr, Purchasing (FEM050) or equivalent position. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

# Job Code Catalog: Procurement

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Job Code	Job Title	Salary Plan	Grade
FEM052	Sr Mgr, Purchase/Inventory	SWD	P

Min Salary  
\$73,821.60

Mid Salary  
\$98,879.70

Max Salary  
\$123,937.80

### Job Summary

Directs a Strategic Sourcing division or a category group in a larger entity. Manages target savings and performance for the division or category group. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned categories within the group. Develops and maintains strong working relationships with internal and external stakeholders.

### Entry Qualifications

Bachelor's degree in accounting, business, or a related field from an accredited college or university and nine (9) years of professional job-related experience in inventory, purchasing, or supply chain management which includes six (6) years in a managerial role; or Four (4) years of experience at the lower level Mgr 2, Purchasing (FEM051) or equivalent position. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

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Job Code	Job Title	Salary Plan	Grade
FEM053	Dir, Purchasing/Inventory	SWD	Q

Min Salary  
\$82,508.41

Mid Salary  
\$110,824.07

Max Salary  
\$139,139.72

### Job Summary

Oversees the development and implementation of sourcing initiatives and processes for purchasing categories such as goods, services, technology/telecommunications, utilities, etc. Develops and executes strategic procurement strategy and objectives for category management, strategic sourcing, and supplier development. Establishes and maintains strong relationships with entity management, State Purchasing, and key vendors.

### Entry Qualifications

Bachelor's degree in accounting, business, or a related field from an accredited college or university and eleven (11) years of professional job-related experience in inventory, purchasing, or supply chain management which includes eight (8) years in a managerial role; or Six (6) years of experience at the lower level Sr Mgr, Purchase/Inventory (FEM052) or equivalent position. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

# Job Code Catalog: Procurement

As of: 2/21/24

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Job Code	Job Title	Salary Plan	Grade
FEM054	Sr Mgr, Procurement	SWD	P

Min Salary  
\$73,821.60

Mid Salary  
\$98,879.70

Max Salary  
\$123,937.80

### Job Summary

Directs the procurement activities for a state agency with the largest and most complex "spend" activities. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost. Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement area of responsibility and vendor performance.

### Entry Qualifications

Bachelor's degree in business or public administration or a related field from an accredited college or university AND Eight years of experience in purchasing/contracts or procurement sourcing, Three years of which as a manager OR Three years of experience at the lower level Mgr 2, Purchasing/Inventory (FEM051) or position equivalent. 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. Note: Some positions require Georgia Procurement Manual area specific certification(s). Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

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Job Code	Job Title	Salary Plan	Grade
FEM055	Dir, Procurement	SWD	Q

Min Salary  
\$82,508.41

Mid Salary  
\$110,824.07

Max Salary  
\$139,139.72

### Job Summary

Oversees the procurement activities for a state agency with the largest and most complex "spend" activities. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost. Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement area of responsibility and vendor performance.

### Entry Qualifications

Bachelor's degree in business or public administration or a related field from an accredited college or university AND Eleven years of experience in procurement sourcing/purchasing or contracts, Eight years of which as a manager OR Six years of experience at the lower-level Sr Mgr, Procurement (FEM054) or position equivalent. 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. Note: Some positions require Georgia Procurement Manual area specific certification(s).

# Job Code Catalog: Procurement

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FEP020	Purchase/Procurement Agent 1	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
<b>Job Summary</b> Under supervision, provides professional level category support in a variety of procurement activities. Provides assistance in on-going category and vendor performance management.	<b>Entry Qualifications</b> High School diploma/GED and two (2) years of job-related experience in a procurement environment; or Associate degree in accounting or business, or a directly related field from an accredited college or university; or Technical diploma in accounting or business and one (1) year job-related experience in a procurement environment; or One year of experience at the lower level Procurement Agent Trainee (FEP019) or Procurement Technician (FET112) or equivalent position. Note: Some positions require Georgia Procurement Manual area-specific certification(s).		

Job Code	Job Title	Salary Plan	Grade
FEP021	Purchase/Procurement Agent 2	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
<b>Job Summary</b> Under general supervision, provides professional level category support in a variety of procurement activities. Participates in on-going category and vendor performance management.	<b>Entry Qualifications</b> High School diploma/GED and four (4) years of job-related experience in a procurement environment; or Associate degree in accounting or business, or a directly related field from an accredited college or university and two (2) years of job-related experience in a procurement environment; or Technical diploma in accounting or business and three (3) years of job-related experience in a procurement environment; or Two (2) years of experience at the lower level Procurement Agent 1 (FEP020) or equivalent position.  Note: Some positions require Georgia Procurement Manual area-specific certification(s).		

# Job Code Catalog: Procurement

As of: 2/21/24

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Job Code	Job Title	Salary Plan	Grade
FEP022	Purchase/Procurement Agent 3	SWD	K

Min Salary  
\$43,268.09

Mid Salary  
\$56,868.62

Max Salary  
\$70,469.15

### 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

Associate degree in accounting or business, or a directly related field from an accredited college or university and three (3) years of job-related experience in a procurement environment; or Technical diploma in accounting or business and four (4) years of job-related experience in a procurement environment; or High School diploma/GED and five (5) years of job-related experience in a procurement environment; or Two years of experience at the lower level Purchase/Procurement Agent 2 (FEP021) or equivalent position. Note: Some positions require Georgia Procurement Manual area-specific certification(s).

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Job Code	Job Title	Salary Plan	Grade
FEP023	Purchase/Procurement Agt Spv	SWD	L

Min Salary  
\$47,982.94

Mid Salary  
\$63,351.55

Max Salary  
\$78,720.15

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Develops, coordinates and monitors the agency purchasing, inventory, contract and bidding process throughout the procurement cycle. May manage purchasing card program. Plans and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost. Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance. Serves as a subject-matter expert.

### Entry Qualifications

Associate degree in accounting or business or a directly related field from an accredited college or university and four (4) years of job-related experience in a procurement environment, which included one (1) year in a lead worker, team leader, or supervisory role; or Technical diploma in accounting or business from an accredited college or university and five (5) years of job-related experience in a procurement environment which included one (1) year in a lead worker, team leader, or supervisory role; or High School diploma/GED and six (6) years of job-related experience in a procurement environment which included one (1) year in a lead worker, team leader, or supervisory role; or Two (2) years of experience at the lower level Procurement Agent 3 (FEP022) or equivalent position.

Note: Some positions require Georgia Procurement Manual area-specific certification(s).

# Job Code Catalog: Procurement

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FET040	Purchasing Asst 1	SWD	E
Min Salary \$27,472.39	Mid Salary \$34,637.73	Max Salary \$41,803.06	
<b>Job Summary</b> Under direct supervision, receives, stores and issues property and supplies. Manages, administers or coordinates property and inventory control.	<b>Entry Qualifications</b> Associate degree from an accredited college or university in business or accounting; or High School diploma/GED and one (1) year of job-related experience in inventory, purchasing, or supply chain management; or Six (6) months of experience at the lower level Purchasing Agent Technician (FET039) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FET041	Purchasing Asst 2	SWD	F
Min Salary \$29,519.63	Mid Salary \$37,401.50	Max Salary \$45,283.37	
<b>Job Summary</b> Under general supervision, receives, stores and issues property and supplies. Coordinates property management and inventory control.	<b>Entry Qualifications</b> Associate degree in business or accounting and one (1) year of job-related experience in inventory, purchasing, or supply chain management; or High School diploma/GED and two (2) years of job-related experience in inventory, purchasing, or supply chain management; or One (1) year of experience at the lower level Purchasing Agent 1 (FET040) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FET042	Purchasing Asst 3	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04	Max Salary \$54,685.32	
<b>Job Summary</b> Under broad supervision, receives, stores and issues property and supplies. Manages property and inventory control and prepares related reports.	<b>Entry Qualifications</b> Associate degree in business or accounting and two (2) years of job-related experience in inventory, purchasing, or supply chain management; or High School diploma/GED and three (3) years of job-related experience in inventory, purchasing, or supply chain management; or One (1) year of experience at the lower level Purchasing Agent 2 (FET041) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FET043	Purchasing Asst Spv	SWD	I

Min Salary  
\$36,973.63

Mid Salary  
\$48,213.74

Max Salary  
\$59,453.85

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the purchasing, receiving, storing and distribution of property and supplies.

### Entry Qualifications

Associate degree in accounting, business, or a related field from an accredited college or university and two (2) years of job-related experience in inventory, purchasing, or supply chain management, which includes one year (1) of experience as a lead worker, team leader, or supervisory role; or Technical diploma in accounting or business and three (3) years of job-related experience in inventory, purchasing, or supply chain management which includes one year (1) of experience in a lead worker, team leader, or supervisory role; or High School diploma/GED and four (4) years of job-related experience in inventory, purchasing, or supply chain management which includes two (2) years as a lead worker, team leader, or supervisory role; or Two years of experience at the lower level Purchasing Agent 3 (FET042) or equivalent position.