

Purchasing and Supply (PG) Group

Introduction This classification standard mapping tool has been developed to ensure consistency in applying the *Purchasing and Supply* classification standard to UCS-style work descriptions and to assist in identifying and collecting information that may be missing from these work descriptions.

Getting Started Before you begin, you will need to read the entire work description. The map will guide you to the UCS elements where you are most likely to find the information you need to evaluate the position for each of the factors in the classification standard. However, there may be relevant information elsewhere in the work description. You may also have to talk to the manager and consult other sources of information such as your human resources information system, or other documentation to gain a good understanding of the position being evaluated.

In the map below, you will find a list of the elements in the UCS-style work description that are relevant in applying the *Purchasing and Supply* classification standard, for each of the factors in the standard. The factors in the classification standard appear on the left. The map will also help you identify other information that is required to evaluate the work description, as well as where you can find this additional information. The UCS element(s) that are considered most relevant to the factors in the classification standard appear in **bold**.

<i>Knowledge</i>	<i>UCS Element</i>	<i>What to look for</i>
	Information for the Use of Others	Responsibility for information may reflect the requirement for general and technical knowledge
	Job Content Knowledge Application	Breadth and depth in area(s) of expertise provides a good indication of degree of general and technical knowledge required
	Contextual Knowledge	Application of contextual knowledge reflects requirement for knowledge of contracting regulations, policies, legislation and administration; also relevant for related areas of specialized technical knowledge

Continued on next page

Purchasing and Supply (PG) Group, Continued

<i>Knowledge</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Intellectual Effort	Difficulty of problems encountered and approaches to their resolution provide an indication of the degree of general and technical knowledge required
<i>Decision Making</i>	Information for the Use of Others	Responsibility for information will provide an indication of judgement and initiative required to make recommendations (scope); may also reflect impact of recommendations and advice, as well as level of authority
	Leadership of Human Resources	Relevant for making decisions around management of contractors
	Money	Relevant for commitment of funds
	Physical Assets and Products	For positions responsible for procurement of assets and products, responsibility for procurement reflects scope for initiative and judgment in making decisions and recommendations; good indication of impact
	Ensuring Compliance	Responsibility will reflect initiative and judgment and authority to make recommendations and decisions on compliance; accepting work of contractors/vendors, product compliance; good indication of impact of decisions and recommendations
	Job Content Knowledge Application	Breadth and depth of expertise and its application reflect judgement and initiative required; may indicate extent of recommending authority
	Contextual Knowledge	Application of contextual knowledge of legislation, regulations, directives, etc. provides an indication of constraints on decision making – scope; may provide indication of extent of recommending authority
	Communication	May have some relevance
	Intellectual Effort	Provides good indication of judgement and initiative required to identify and resolve problems, develop options, determine implications; availability of direction, and constraints on decisions

Continued on next page

Purchasing and Supply (PG) Group, Continued

<i>Decision Making</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Other information required and where to find it	Organization chart, manager, key activities may provide more information on extent of authority
Contacts	Information for the Use of Others	Extent of responsibility provides an indication of nature of contacts (internal and external), difficulty and importance of contacts, as well as persons contacted
	Leadership of Human Resources	Relevant for contacts with consultants and contractors
	Ensuring Compliance	Contacts may be required when determining compliance
	Contextual Knowledge	Application of contextual knowledge may reflect nature and difficulty of contacts; also persons contacted
	Communication	Good indication of nature and difficulty of contacts – consultation, negotiation, persuasion, obtaining agreement, compliance or commitment
	Intellectual Effort	May have some relevance for difficulty and complexity of contacts
	Other information required and where to find it	Key activities and the manager may have further information on nature of contacts and persons contacted
Managerial Responsibility	Leadership of Human Resources	Provides a good indication of degree of managerial responsibility
	Job Content Knowledge Application	Relevant for managerial knowledge
	Other information required and where to find it	Organization chart and the manager may provide further information on the degree of managerial responsibility