



Jan-24

### Purchasing Department Job Families and Career Ladder - Non-Management

Career Ladder	Title	Salary Grade	Criteria
Purchasing	Specialist I	B.23	Entry level position. High school or equivalent with 3-years related experience. or Assoc. degree with 1-year related experience. Oracle approval limit: \$25,000
	Specialist II	B.24	High school or equivalent with 4-years related experience. or Assoc. degree with 2-years related experience. or equivalent combination of education and experience. Oracle approval limit: \$50,000
	Sr. Purchasing Specialist	B.26	Assoc. degree with 4-years related experience. or equivalent combination of education and experience. One year of demonstrated lead or supervisory experience. Performs complex formal solicitations. Expert knowledge of county level procurement. Certification within two years: CPPB Oracle approval limit: \$100,000
Contracts and Programs	Contracts Specialist	B.26	High school or equivalent with 5-years related experience. or equivalent combination of education and experience. Two years of contract administration experience. Ability to administrate daily Pcard service requests.
	Contracts Specialist II	B.27	High school or equivalent with 5-years related experience. or equivalent combination of education and experience. Three years of contract administration experience. Ability to administrate daily Pcard service requests. Ability to administrate multiple countywide programs.
	Sr. Contract Specialist	B.28	Hi school or equivalent with 6-years in related experience. or equivalent combination of education and experience. Expert knowledge of county level contract administration. Ability to oversee county Pcard program and contract renewal process. Three years of contract administration experience. Ability to provide oversight and quality control to multiple countywide programs. One year of demonstrated lead or supervisory experience. Certification within two years: CPPB