## MSD PPnC GRADE LEVEL EXPECTATIONS

## Introduction\*

The MSD PPnC Grade Level expectations document outlines the specific competencies, and the baseline behavioral skills expected for MSD PPnC team. It is not a checklist for promotion, but rather a guideline of job expectations and a basis for continued manager/employee career development discussions. Through development discussions, a planner can create an individual development plan and look for appropriate career advancement opportunities.

Promotion to the next grade requires a reasonable expectation by management of an individual’s ability to perform at the next grade in all competency categories.  Recognizing that everyone reaches some maximum in their career, there is no penalty for not advancing to the next grade provided one stays even with the rising bar within one's current grade, e.g., stays current with advances in technology.  That said, it is possible to be promoted with an unusual mix of skills and is ultimately based on a number of other factors including (but not limited to): job expectations, business objectives, contributions to team efforts, performance to Intel values, manager judgment. The Focal process is competitive and is relative to employee’s peers.  Everyone does occasional work above and below their grade level, but promotion is based on consistent behavior and results, *relative to employee’s peers.*

**MSD PPnC Grade Level expectations.**

At each grade level, the expectation is that an individual has all of the skills for the lower grade level, plus those noted at the current level.

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|  | **3** | **5** | **6** |
| **Planner** | Entry level knowledge of Procurement. May not have previous work experience  Builds logistics plan  Delivers materials/assembly on time with the desired quality and on cost targets  Possesses system understanding of projects he/she owns, like MDV, thermal heads, etc.  Familiar with process of WH and shipping  Reads BBK report  Knows how to run and analyze MRP  Understands open PO/SO reports  Understanding of pricing structures for each project  Raises issues and concerns related to material availability or cost in a timely manner to relevant stakeholders  Understands main stakeholders roles    Understands relevant budget lines  Uses PMT, Speed and SAP to retrieve data and execute material purchases  Requests quotes and analyzes quote data  May conduct part negotiations on cost and delivery for parts or services with external vendors  Orders materials through applicable processes and CPC  Maintains accurate records and prepares reports upon request  Solves simple business process issues including PO processing, Invoicing issues, etc.  Supports new team members on basics of procurement tools and procedures  Has a good understanding of the project schedule and milestones  Basic knowledge of manufacturing and assembly processes | Has years of experience in procurement of PBAs and systems  Builds delivery plan  Analyzes BBK report  Seeks opportunities to reduce costs using knowledge of materials and technology  Ability to change MOW with vendors to help project timelines  Has advanced knowledge on the use of PMT, Speed and SAP to retrieve data and execute material procurement plans  Mentors new team members on procurement tools and procedures  Maintains accurate records, analyzes data and prepares reports and improvement plans independently  Proactively addresses and communicates issues and concerns related to material availability or cost in a timely manner, prepares mitigation plans  Understands all stakeholders roles  Proposes and executes process improvements  Understands and knows multiple project details that affect procurement plans  Understands Financial planning cycles and records  Understands how each project related to Intel strategy  Performs stakeholders management (including customers, PO’s, DE’s, etc.)  Is familiar with QA process and the impact on logistics (testing)  Knows to do all products team supports (boards, debug and thermal)  Conducts complex cost and delivery negotiations with any vendors (new vendor’s development, SLAs with suppliers, etc.)  Good knowledge of manufacturing and assembly processes | Is recognized as an expert in materials and other operational areas (customs, tax requirements, finance cycles, etc.)  Proactively and independently seeks opportunities to reduce costs, increase quality and improve delivery of materials  Has expert knowledge on the use of PMT, Speed and SAP to retrieve data and execute material procurement plans  Role models and mentors junior members of the team on procurement tools and procedures  Leads projects and workgroups cross segment to generate materials efficiencies  Drives process improvement implementations at a cross-segment level  Drives cooperation with other operations groups to seek continuous improvement by implementing BKM’s  Independently resolves complex cost and delivery issues with any vendors  Use knowledge of manufacturing and assembly processes to reduce TTM and cost |