100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105730

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005578

JOB TITLE State Purchasing Standards Analyst

JOB CODE 64534

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Purchasing Standards Analyst	20075547 State Printing Standards Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30 PM Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Receives & reviews requisitions from customer agencies for purchase of paper, printed goods & services: determines source of printing; writes & designs technical standards & specifications for competitive bidding of term contracts & one-time procurements; serves as graphic arts expert & contact person to vendors & state agencies (e.g., resolves problems of technical & non-technical nature regarding quality standards, answers questions regarding contracts, encumbering & production techniques in all classifications of printing); coordinates scheduling of deliveries & proofs to agencies; researches & analyzes state's requirement for wide-range of printing supplies, equipment & services; conducts market research (e.g., confers with industry representatives) on continuing basis to discern current & changing industry technology affecting cost & qualitative standards, compares with existing products being suitably used & revises existing product specifications; prepares Invitations to Bid (ITB) based on customer agency needs, specifications, industry trends, state regulations & laws to maximize chances for effective contract award; responds to questions; clarifies ITB concerns with vendors; reviews bids received from vendors; conducts bid openings via electronic bid submission; evaluates bids to determine most responsive/responsible bidder; reviews bids for compliance with all applicable legislative & administrative requirements; makes award recommendations to supervisor; ensures all term contracts are maintained by issuing addendum as necessary; reviews & records quotes received from vendors & makes recommendations for award; ensures all applicable policies & laws are followed for all procurement actions.	Knowledge of (1) Ohio Revised Code, Sections 125.01 through 125.76, Sections 149.11, 149.13, & Section 9.312, evaluating bid responses*; (2) DAS policies & procedures pertaining to procurement of goods & services*; (3) specification design; (4) market prices/conditions determination; (5) prepress requirements for print production; (6) different printing processes & cost efficiencies for each process; (7) bid distribution & advertisement *; (8) contract & addendum publication procedures*; (9) processing quote & bid submissions from vendors & evaluating quotes & bids for award; (10) customer relations; (11) state accounting (OAKS)*. Skill in (12) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, electronic communication software). Ability to (13) negotiate resolution by researching & considering all facts; (14) maintain professional business relationship with printing & paper contractors; (15) determine effects of market conditions on bidding process; (16) evaluate agency needs & translate into term or one-time bids & contracts; (17) prepare meaningful concise & accurate reports; (18) respond to & answer routine customer inquiries; (19) use proper research methods in gathering data.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven /[illegible]	3/17/09

apd 4-14-09 [illegible]

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105730

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005578

JOB TITLE State Purchasing Standards Analyst

JOB CODE 64534

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Purchasing Standards Analyst	20075547 State Printing Standards Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30 PM Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Maintains records & provides reports as required: operates personal computer for office use & to communicate with agencies; develops new term contracts based on customer usage, input & industry technology development.	Knowledge of 1* Skill in 12. Ability to 16, 17, 18, 19
10	Responds to complaints from customer agencies regarding vendor performance & negotiates resolution of problems between customer agencies & vendor to satisfy customer & protect business interest of state: maintains open line of communication with key contact persons in customer agencies; advises agency personnel on purchasing procedures, stays current on industry, business & procurement trends through daily contact with vendor representatives & by reading trade journals; accompanies state agency representatives to on-site press inspections at various vendor locations & acts as lead oversight of press production; performs other related duties as assigned (e.g., fixed asset inventory, contact for fundraising, maintain display board).	Knowledge of 1*, 10 Ability to 13, 14, 16, 18, 19 <u>Position Specific Minimum Qualifications</u> 18 mos. exp. creating & writing bid specifications; 18 mos. exp. conducting bid analysis to determine award of bid in accordance with applicable laws & policies; *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhoven /ao	3/17/09

apd 4-14-09 cl