

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005581	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION State Purchasing Standards Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 14 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.			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. *develop after employment		
JOB CODE 64534	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Selch/ee</i>	
			DATE 10/23/14	

App 10.23.14/ee

JOB CODE TITLE
State Purchasing Standards Analyst

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	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>Training & Development Required to Remain in Class After Employment:</u> Must obtain & maintain certificate for Certified Professional Public Buyer (CPPB) as issued by Universal Public Purchasing Certification Council within two years of accepting position in this classification. Failure to obtain certificate is cause for removal.	<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: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Selch/ee</i>	DATE 10/23/14	

App'd 10-23-14 (ee)