

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106175
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005642 JOB TITLE Management Analyst Supervisor 2 JOB CODE 63216	<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 Management Analyst Supervisor 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005641 State Purchasing Administrator	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm Report-in location subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Under direction of State Purchasing Administrator, manages activities for Office of Procurement Services (OPS) that are associated with OAKS: developments & implementation software programs utilized by all operational units of office (e.g., PeopleSoft, Omniware, Cognos); supervises assigned staff (e.g., approves leave & timesheets, administers performance evaluations, provides training & development, administers discipline); advises & trains staff on using software programs used in conjunction with OAKS; formulates policies & procedures for implementing software programs for use by operational units of OPS & for all state agencies & institutions & boards & commissions using central procurement process; assists in strategic planning, preparation of goals & objectives, budget, weekly reports, office metrics, annual reports & other reports as mandated by Ohio Revised Code; serves as liaison between Office & other agencies on OAKS related programs (e.g., OBM, OAKS Project Management Office, OIT, DAS-MIS).	Knowledge of (1) business administration; (2) State Procurement Office practices & procedures*; (3) electronic data processing; (4) strategic planning; (5) MIS; (6) database reports design; (7) supervision. Skill in (8) operation of personal computer & related hardware/software (e.g., Word, Access, Excel, PowerPoint, Outlook, PeopleSoft, Omniware*, Cognos*). Ability to (9) develop goals & objectives; (10) prepare meaningful, concise & accurate reports; (11) define problems, collect data, establish facts & draw valid conclusions; (12) establish friendly atmosphere as supervisor of work unit.	
	20	Oversees & maintains State Procurement vendor registration system, Request to Purchase, bid process, & public records requests: ensures bids & contracts are posted to supplier registration system & State Procurement's website; manages bid process & clerical staff who receive & open bid responses (e.g., paper, electronic).	Knowledge of 1, 2, *, 3, 4, 5, 6, 7 Skill in 8 Ability to 9, 10, 11, 12	
	20	Develops & implements usage of various evaluation tools needed for effective assessment of activities within office: manages data system programs; collects data; builds databases for preparation of reports; analyzes data for management reporting on activities within Office.	Knowledge of 1, 2, *, 3, 4, 5, 6 Skill in 8 Ability to 9, 10, 11	
	20	Provides technical direction & assistance in implementation of improvements to central procurement process & new procedures: reviews processes for functionality & efficiency level; evaluates reports & data; conducts user group meetings; develops & implement tactics to meet goals & objectives. Other duties as assigned.	Knowledge of 1, 2*, 3, 4 Skill in 8 Ability to 9, 10, 11	
List Position Numbers & Job Titles of Positions Directly Supervised: 20005656 State Purchasing Assistant 20005664 Administrative Professional 2 20005683 Researcher 2 20006016 State Purchasing Assistant 20075105 Electronic Design Specialist 20075177 State Purchasing Assistant		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonenke</i>	DATE 2/6/12	

Apd 2-6-12 AW