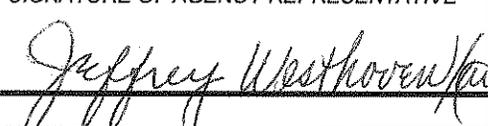


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106175
DIVISION OR INSTITUTION General Services	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005647	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Management Analyst Supervisor 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005641 State Purchasing Administrator	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input 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: 8:00A.M. TO: 5:00 P.M. (Intermittent)			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	80	Serves as agency manager for State Procurement Services over procurement certification program: conducts research on similar programs in use by other states &/or political subdivisions & recommends programs for use in Ohio; formulates & implements policies & procedures related to professional certification program pursuant to Section 125.051 of Ohio Revised Code; assists with development of Administrative Rules describing how program is to be administered; assists with development of course curriculum & training materials for certification & re-certification of employees involved with procurement of supplies, services & technology; establishes time frame for analysis of program; prepares reports based on program analysis; makes recommendations on changes to curriculum, policy or procedures.	Knowledge of (1) Department of Administrative Services' state purchasing policies & procedures & Ohio laws & rules pertaining to procurement*; (2) business administration; (3) public relations; (4) purchasing & procurement; (5) data collection & analysis; (6) project management; (7) training & development. Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access, Outlook, PowerPoint) Ability to (9) collect & analyze data; (10) determine project size, scope & complexity; (11) develop training curriculum; (12) prepare & maintain accurate records & reports.	
	20	Assists with ongoing implementation of strategic sourcing concepts: reviews existing formulas for evaluating responses to bidding documents (e.g., ITBs, RFPs, Reverse Auctions & State Term Schedules); recommends more cost-effective methods (e.g., life cycle costing) for use by analysts in strategic sourcing processes.	Knowledge of 1*, 2, 4 Skill in 8 Ability to 9, 12	
JOB CODE 63215	JOB CODE TITLE Management Analyst Supervisor I			
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/21/10	

apd 2-11-10 cl