100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Procurement Services	Franklin

POSITION NUMBER 20005649

JOB CODE 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	20005650 State Purchasing Procurement Manager

☒ 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: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Conducts procurement activities in order to secure a wide range of goods & services for state agencies: receives & analyzes written requests from agencies; performs initial review of specifications & other requirements of purchase & recommends appropriate method of competitive selection &/or recommendation for a Release & Permit if the procurement cannot be made by DAS; conducts necessary research to insure that specifications & related requirements correspond with current industry trends to insure that agency needs will be properly met & to maximize competition among bidders; prepares formal bid documents using a personal computer incorporating terms, conditions & other requirements required by law (e.g., FDA & USDA regulations) & DAS policies & procedures to maximize chances for an effective award; reviews listings of registered & recommended bidders who may have interest in bidding on purchase; responds to questions regarding bid or process that may arise; creates & develops specifications for services or commodities in conjunction with customer agencies; maintains manual of specifications, terms & conditions related to purchases in computer based electronic file formats; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	Knowledge of (1) DAS & state purchasing policies & procedures (i.e., Ohio Revised Code, Ohio Administrative Code)*; (2) DAS/GSD government structure & process*; (3) generally accepted procurement practices; (4) State Emergency Operations Center protocol* Skill in (5) operation of personal computer & office system software (e.g., MS Word, Excel); (6) use of Internet to extract information. Ability to (7) carry out detailed written or oral instructions; (8) deal with problems involving several variables; (9) apply principles to solve practical, everyday problems; (10) comprehend & record figures accurately; (11) cooperate with co-workers on group projects; (12) handle sensitive inquiries from agencies & general public; (13) maintain accurate records; (14) prepare meaningful, concise & accurate reports; (15) use proper research methods in gathering data; (16) proofread technical materials recognize errors & make corrections; (17) calculate fractions, decimals & percentages.
30	Receives bid responses from Bid Desk & performs all activities as required by law & DAS policies & procedures associated with evaluation of bid responses: compiles bid tabulations & final contract documents on a personal computer; recommends contract award to lowest responsive & responsible bidder & forwards to supervisor for approval; prepares correspondence to notify bidders of contract awards, bid disqualifications & related matters associated with procurement.	Knowledge of 1*, 2*, 3 Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoum	8-29-11

Upd 8.25.11 (ab)

POSITION DESCRIPTION

AGENCY/DEPT ID	
DAS/DAS106135	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Procurement Services	Franklin

POSITION NUMBER 20005649

☒ 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	20005650 State Purchasing Procurement Manager

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE: State Purchasing Standards Analyst

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Responds to Complaint to Vendor actions filed by customer agencies &/or contractors relating to contract performance &/or compliance matters: performs necessary research to validate basis for complaint & assists in negotiation of a resolution of issue between customer agency & contractor; responds to questions on procurement policies & procedures from customer agencies, bidders & general public; maintains a current working knowledge of industry/business & procurement trends through daily contacts & industry publications.	Knowledge of 1*, 2*, 3, (17) public relations Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15
10	Maintains records for procurement activity & provides reports as required. Utilizes personal computer or other electronic means to communicate with customer agencies, business community, & other governmental agencies on matters related to procurement of supplies & services. Other duties as assigned.	Knowledge of 1*, 2*, 3 Skill in 5, 6 Ability to 7, 12, 13, 14, 15
	Training & Development Required to Remain in Class After Employment: 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.	*developed after employment.

JOB CODE 64534

Appl 8-25-11 ar

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhaven	8-29-11