



# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005669

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
State Purchasing Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>Ensures consistency &amp; compliance with State of Ohio &amp; National Institute of Governmental Purchasing (NIGP) policies &amp; procedures: interfaces with vendors, sales representatives, multiple levels of agency personnel &amp; legal counsel regarding feasibility &amp; cost effectiveness of projects; coordinates meetings; prepares correspondence with vendors, attorneys &amp; agency personnel; resolves problems between vendors &amp; agencies.</p> <p><u>Training &amp; Development Required to Remain in Class After Employment:</u> Must obtain certified professional public buyer (CPPB) certification or equivalent within three (3) years of initial date of hire into the position. CPPB certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to obtain or maintain certification is cause for removal.</p>	<p>Knowledge of 1*, 2, 3, 4, 5, 6, 7, 8 Skill in: 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19</p> <p>*developed after employment</p>

JOB CODE TITLE  
State Procurement Analyst

JOB CODE  
64541

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

*Chris Selchice*

DATE

11/7/14

Apd 11.7.14 (ce)