

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005669	<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 Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005675 State Purchasing Procurement Manager	
	<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 2 of 2
	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	Ensures consistency & compliance with State of Ohio & National Institute of Governmental Purchasing (NIGP) policies & procedures: interfaces with vendors, sales representatives, multiple levels of agency personnel & legal counsel regarding feasibility & cost effectiveness of projects; coordinates meetings; prepares correspondence with vendors, attorneys & agency personnel; resolves problems between vendors & agencies.	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><u>Training & 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>				
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>John Ball, Nowak</i>	DATE 5-19-11	

apd 5-18-11 al

JOB CODE TITLE
64541
State Procurement Analyst