

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
20005671

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
State Purchasing Standards 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.

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, 8, 12, 13, 14, 15
<p><u>Training & Development Required to Remain in Class After Employment:</u> 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.</p>		

*developed after employment

JOB CODE TITLE
State Purchasing Standards Analyst

JOB CODE
64534

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Seleh/ce

11/7/14

Apd 11.7.14 (ce)