

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 20005671	<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 Standards Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005650 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 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 food commodities in conjunction with customer agencies; maintains manual of specifications, terms & conditions related to purchase of foods 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; (15) proofread technical materials recognized 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		
JOB CODE TITLE State Purchasing Standards Analyst	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhousen</i>	
JOB CODE 64534			DATE 12/7/10	

Appl 12.9.10 @cc

