

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 20005672	<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 See Table of Organization	
	<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.			Report in location subject to change.
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 solicitation documents using a personal computer incorporating terms, conditions & other requirements required by law & 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 solicitation or process that may arise; creates & develops specifications for commodities in conjunction with customer agencies; maintains specifications, terms & conditions of commodities 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 recognized errors & make corrections; (17) calculate fractions, decimals & percentages.	
	30	Receives solicitation responses from Solicitation Desk & performs activities as required by law & DAS policies & procedures associated with evaluation of solicitation responses: compiles tabulations & final contract documents on a personal computer; recommends contract award in accordance with ORC, OAC & DAS policies & procedures & forwards to supervisor for approval; prepares correspondence to notify bidders of contract awards, 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 64534	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Selchice</i>	
			DATE 11/7/14	

Apd 11.7.14 (cc)

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POSITION NUMBER
20005672

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 Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: 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
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, (18) 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

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 TITLE
State Purchasing Standards Analyst

JOB CODE
64534

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Selch/ce

11/7/14

Apd 11.7.14 (ce)