

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
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
20005659 State Purchasing Procurement Manager

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
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

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

12/23/11

JOB CODE
64534

JOB CODE TITLE
State Purchasing Standards Analyst

Apd 12.30.11 pms

