100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Procurement Services	Franklin

POSITION NUMBER 20005674

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Purchasing Standards Analyst	20005659 State Purchasing Procurement Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ 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 CODE TITLE: State Purchasing Standards Analyst

JOB CODE: 64534

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; (16) 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.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ce	7/1/10

Appd 7/6/10 (au)

100-100U

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DAS/DAS106135

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Procurement Services	Franklin

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Position Hyperlinked to ☐ Agency Organizational Tree

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State Purchasing Standards Analyst	20005659 State Purchasing Procurement Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ 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.

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, 11, 12, 13, 14, 15

*developed after employment.

JOB CODE TITLE
State Purchasing Standards Analyst

JOB CODE
64534

Appd 7/6/10 (au)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ce	7/1/10