

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
FRANKLIN

POSITION NUMBER
20005682

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Researcher 2 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary
 Intermittent Unclassified If FLSA Exempt, exemption type: Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm (Report in location & work hours subject to change)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Reviews & analyzes problems & develops appropriate research tools & methods of data collection & designs research projects: collects, organizes & analyzes data to be used for validating offers received from manufacturers, vendors & CRP's to furnish supplies & services to state agencies; coordinates research efforts & projects with operational units within Office of Procurement Services; monitors & analyzes contract offers submitted by manufacturers & CRP's to determine fair market pricing & researches proposed programs to determine feasibility or impact of implementation; analyzes fair market pricing (e.g., guidelines on pricing, purchasing & related activities) & develops, implements & monitors parameters for pricing & performs suitability analysis of submissions to assure compliance with Ohio Administrative Code & other applicable Administrative Rules; screens contract submissions for mathematical accuracy; at direction of manager, conducts research into alternative measures (e.g., direct labor standards, methods for determining wage rates, material costs, etc.); tracks exceptions to fair market pricing guidelines. Acts as staff support to office.	Knowledge of (1) bookkeeping; (2) accounting; (3) public relations; (4) office practices & procedures related to DAS*; (5) fair market pricing; (6) manufacturing production bills & cost development for custodial services*; (7) relevant laws & Ohio Administrative codes* Skill in (8) operation of personal computer related software/hardware (e.g., Excel spreadsheets & Access database); (9) operation of calculator. Ability to (10) deal with many variables & determine specific action (e.g., research); (11) calculate fractions, decimals & percentages; (12) prepare meaningful, concise & accurate reports; (13) use proper research methods in gathering data; (14) gather, collate & classify information about data, people or things; (15) cooperate with co-workers on group projects.
30	Collects, organizes & analyzes data & prepares & maintains reports, records &/or technical evaluations related to research or surveys conducted: prepares comprehensive written reports summarizing findings & recommendations to increase office efficiency & effectiveness; prepares statistical reports on fair market pricing exceptions for programs; develops electronic spreadsheets using Microsoft Excel for use by management, analysts, agents, CRP's & ordering offices; maintains & updates current electronic spreadsheets used to establish fair market pricing for products & services; compiles program evaluation information & prepares statistical reports for distribution within Office & to other interested parties.	Knowledge of 1, 3, 4*, 5, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15 *developed after employment.

JOB TITLE
Researcher 2

JOB CODE
66922

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Erik Yarns

5/4/15

Cpd 5.4.15 (cc)

