

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS106175
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20005682           JOB TITLE Researcher 2           JOB CODE 66922	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Researcher 2		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: 8:00am     TO: 5:00pm     Report in location & work hours subject to change.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	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 CRPs for product/service identification & development; 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; recommends acceptance or rejection of offer to manager; 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; develops contracts and contract amendments; acts as staff support to office as needed.	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; prepares statistical reports 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, CRPs & agents certifications, & procurement products/services list; 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			
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey Westhonen/ice</i>	11/28/12	

Appl 12.3.12 (aw)

