

<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 20005683	<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 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	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14  Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am    TO: 5:00pm			

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Reviews, analyzes & develops appropriate research tools & methods of data collection & designs reports: using Cognos collects, organizes, designs & analyzes data extracted from Ohio Administrative Knowledge System & used by Procurement Analysts to validate spend against DAS, Office of Procurement Services contracts; designs & generates reports used for quarterly office metrics, Minority Set-aside spend & Think Ohio First; generates & analyzes & verifies data in reports; develops electronic spreadsheets using Microsoft Excel for use by management & analysts; maintains & updates current electronic spreadsheets used to establish revenue share reported & paid; prepares statistical reports for distribution within office & to other interested parties.	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	Researches & gathers documents related to Public Records Requests in accordance with ORC section 149.011: receives records request from public or State Agencies; logs & researches requests, removes confidential information & obtains approval by internal legal counsel; sends documents via e-mail, electronic media or paper copy.	Knowledge of 1, 3, 4*, 5, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15
30	Serves in informational &/or advisory capacity with persons in agency, from other state & local agencies, business community &/or general public: receives inquiries from the general public submitted through the Procurement Services Web site; conducts research & provides response to general questions regarding procurement practices & procedures & responds via e-mail; provides backup assistance at bid desk during staff absences; other duties as assigned.	Knowledge of 1, 2, 3, 4*, 5, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15

Capd 12.3.12-200

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhove</i>	DATE 11/29/12
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