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| POSITION DESCRIPTION | | 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 |

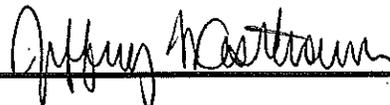
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|--|--|---|---|---------------------------------------|
| POSITION NUMBER 20005683 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | |
| | | | Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION Researcher 2 | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005642 Management Analyst Supervisor 2 | |
| <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 2 |

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 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

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| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 6-6-11 |
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Ceph 5.30.11 (ar)

JOB TITLE
Researcher 2

JOB CODE
66922

