

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
REQUEST TO FILL/CHANGE AUTHORIZATION (RFCA)**

<b>Current Position: Procurement Manager</b>			<b>Division: General Services</b>		
PN 20005686	Job Code 64536	Job Code Title State Purchasing Procurement Manager			
Combo Code DAS014629	Fund # 1170	HCM DEPT. ID DAS106135	FIN DEPT. DAS106125	PROGRAM 3450D	Pay Range 14

<b>Modification (if required):</b>			<b>Division:</b>		
PN	Job Code	Job Code Title			
Combo Code	Fund #	HCM DEPT. ID	FIN DEPT.	PROGRAM	Pay Range

POSITION DESCRIPTION REQUESTS:  Post OHMS  Post Internal  Post Other  
 FULL-TIME  PART-TIME  Physical Address/Location  PD Update 12/19/10  
 Supervisory Change: \_\_\_\_\_  Effective Date: \_\_\_\_\_

**POSITION JUSTIFICATION**

1. Why is this position essential?

2. What is the impact to the agency's operations if this position is not filled? Specifically address functions mandated by the Ohio Revised Code that will not be completed if this position is not filled. Cite applicable ORC section(s) in the response.

3. What is the estimated cost and funding source for this position? Include a statement of affordability in the response.

(If necessary additional documents may be attached.)

<b>REQUIRED APPROVALS:</b>					
12/8/10	<i>Jeffrey Westhoven/cc</i>				
Date	HR Administrator	Date	Office of Finance	Date	Director's Designee
Date	Business Office	Comments: James Hunley – change in direct reports. 20005657 College Intern 20005662 Administrative Assistant 2 20005665 State Purchasing Standards Analyst 20005690 State Procurement Analyst 20005691 State Procurement Analyst 20072975 State Procurement Analyst 20076586 State Purchasing Standards Analyst			

(November 24, 2009)

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106135

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005686

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Procurement Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005651 State Purchasing Contracts Manager

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00a.m. TO: 5:00p.m.

Report in location subject to change.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	<p>Manages purchasing activities (e.g., term contracts, term schedules, requests for proposals or one-time bids) &amp; supervises assigned staff involved in establishment of contracts for procurement of supplies &amp; services for customer agencies: oversees procurement of supplies, materials, equipment &amp; services; answers inquiries &amp; interprets policies &amp; procedures for staff &amp; customers; assists in development of goals &amp; objectives for section; develops &amp; implements policies &amp; procedures to meet goals &amp; objectives; signs contracts as delegated by DAS Director; approves leave &amp; timesheets; administers discipline; creates performance measurements &amp; evaluates performance; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support &amp; logistics for impacted areas.</p>	<p>Knowledge of (1) DAS, State of Ohio, &amp; division purchasing codes, regulations, policies &amp; procedures (e.g. O.R.C., Ohio Administrative Code;* (2) government structure &amp; process*; (3) generally accepted procurement practices; (4) employee training &amp; development; (5) supervision techniques; (6) program management; (7) contract negotiations; (8) State Emergency Operations Center protocol* Skill in (9) operation of personal computer &amp; associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (10) handle sensitive inquiries from public officials &amp; general public; (11) define problems, collect data, establish facts and draw valid conclusions; (12) create &amp; maintain congenial work environment.</p>
25	<p>In conjunction with State Purchasing Contracts Manager &amp; State Purchasing Administrator, develops section goals &amp; objectives &amp; formulates &amp; implements tactics to accomplish goals &amp; objectives: develops &amp; oversees section procedures for annual spending on commodities &amp; materials for internal use; maintains account assessment of all customer agencies for services rendered; directs staff in data collection &amp; entry into database; defines reports extracted from database; generates reports from tracking system for management.</p>	<p>Knowledge of 1*, 2*, (13) budgeting &amp; accounting. Skill in 9 Ability to (14) prepare meaningful, concise and accurate reports.</p> <p>*developed after employment</p>

*Appd 12.10.10 (aw)*

JOB CODE TITLE  
State Purchasing Procurement Manager

JOB CODE  
64536

List Position Numbers & Job Titles of Positions Directly Supervised:

- 20005657 College Intern
- 20005662 Administrative Assistant 2
- 20005665 State Purchasing Standards Analyst
- 20005690 State Procurement Analyst
- 20005691 State Procurement Analyst
- 20072975 State Procurement Analyst
- 20076586 State Purchasing Standards Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

*Jeffrey Westhoven/ce*

DATE

12/8/10

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005686	<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 Procurement Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005651 State Purchasing Contracts Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m.    TO: 5:00p.m.    Report in location subject to change.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
30	Advises & counsels departments, agencies & institutions regarding their procurement needs & procurement processes: monitors quality control to ensure contractors fulfill state requirements regarding specifications, costs & delivery arrangements; ensures contract compliance; negotiates resolution of problems between customer agencies & contractors; fosters customer oriented proactive working environment.  <u>Training &amp; Development Required to Remain in Class After Employment:</u> Must obtain certified public purchasing officer (CPPO) certification or equivalent within four (4) years of initial date of hire into position or within two (2) years of eligibility, whichever comes first. CPPO certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to pass certification test to receive certification & to maintain certification is cause for removal.	Knowledge of 1*, 2*, 3, 6, 7, (15) human/public relations. Skill in 9 Ability to 10, 11, (16) explain procurement processes in a clear, concise manner; (17) read, understand & interpret state procurement contracts.  *developed after employment	
JOB CODE 64536	List Position Numbers & Job Titles of Positions Directly Supervised: 20005657 College Intern 20005662 Administrative Assistant 2 20005665 State Purchasing Standards Analyst 20005690 State Procurement Analyst 20005691 State Procurement Analyst 20072975 State Procurement Analyst 20076586 State Purchasing Standards Analyst		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE	12/8/10

App. 12.10.10 paw