100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106155

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Procurement Services	Franklin

POSITION NUMBER 20005688

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: State Procurement Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005675 State Purchasing Procurement Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE: State Procurement Analyst

JOB CODE: 64541

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Assists state agencies in developing Competitive Sealed proposals (CSPs) for non-data processing & non-telecommunication procurement: identifies & defines agency's needs through observation & interview of key personnel; determines size & scope & complexity of project & determines agency's ability to manage & support project; identifies additional areas to be considered in project life cycle; prepares specifications of CSP based on information obtained from agency; identifies vendors that can respond to vendor questions for clarification of contractual terms & conditions; evaluates vendor responses & recommends vendor selection; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	Knowledge of (1) Department of Administrative Services' state purchasing policies & procedures & Ohio laws & rules pertaining to procurement*; (2) business administration; (3) public relations; (4) management; (5) purchasing & procurement; (6) value & statistical analysis; (7) data collection & analysis; (8) project management; (9) State Emergency Operations Center protocol* Skill in (10) operation of personal computer & associated hardware (e.g, Microsoft Word, Excel, Access, Outlook, PowerPoint); (11) use of calculator. Ability to (12) collect & analyze data; (13) assess customer needs; (14) evaluate customer ability to manage & support proposed project; (15) determine project size, scope & complexity; (16) identify & evaluate suitable vendors; (17) develop competitive sealed proposal specifications; (18) prepare & maintain accurate records & reports; (19) handle routine & sensitive in-person, telephone & written contacts with customers, vendors sales representatives & other government personnel.
40	Ensures consistency & compliance with State of Ohio & National Institute of Governmental Purchasing (NIGP) policies & procedures: interfaces with vendors, sales representatives, multiple levels of agency personnel & legal counsel regarding feasibility & cost effectiveness of projects; coordinates meetings; prepares correspondence with vendors, attorneys & agency personnel; resolves problems between vendors & agencies.	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 8 Skill in: 10, 11 Ability to: 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 7/1/10

Appd 7.8.10 cc