

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106155

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Procurement Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005689

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
20005650 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 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. *developed after employment.

JOB CODE TITLE
State Procurement Analyst

JOB CODE
64541

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Paul J. Howard

3-10-11

Apd 3-7-11 AR

