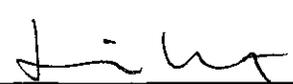


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005713 JOB CODE TITLE Sourcing Analyst JOB CODE 64512	<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 Sourcing Analyst		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 <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 28 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Business Management unit to solicit & evaluate proposals, make recommendations & monitor supplier performance for range of routine, established, customary requirements: receives requests & develops specifications for goods or services; researches commercial markets for product quality & pricing; works with Equal Opportunity Division (EOD) & Development Services Agency (DSA) to obtain Minority Business Enterprise (MBE) information & identify prospective MBE suppliers for purchases; posts opportunities to Procurement website; obtains formal or letterhead bids for purchases, or solicits bids from contracted suppliers; evaluates proposals & makes recommendations; compiles information needed for submission of an Office of Information Technology (OIT) release & permit request; compiles information/support data for Controlling Board requests (for waivers/competitive opportunities); prepares service contracts & verifies that supplier is active in Ohio Administrative Knowledge System (OAKS), verifies supplier threshold does not exceed \$50K, obtains debarment information, & searches Auditor of State (AOS) finding for recovery; prepares Agency Purchasing Requests (APRs); posts awarded contracts to Procurement website.	Knowledge of (1) agencies policies & procedures relevant to state procurement regulations; (2) inventory control; (3) public relations. Skill in (4) use of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*) & Internet; (5) operation of office equipment (e.g., photocopier, fax machine). Ability to (6) read & record figures accurately; (7) calculate fractions, decimals & percentages; (8) complete routine forms; (9) maintain accurate records; (10) apply principles to solve, practical everyday problems; (11) sort items into categories according to established methods; (12) prepare meaningful, concise, & accurate reports; (13) check pairs of items that are similar or dissimilar; (14) write routine business correspondence & reports; (15) identify noncompliance & formulate response; (16) provide verbal instructions associated with sourcing procedures; (17) develop & maintain good rapport with program customers & suppliers; (18) work independently on most tasks.		
30	Identifies potential sources for goods & services: monitors MBE purchases in order to ensure division goals are met or exceeded; monitors timely delivery of purchased items & verifies receipt of materials delivered; monitors use of all assigned division's credit card purchases to ensure they are in accordance with agency procedures; tracks contract status & communicates approaching contract expirations to program areas.	Knowledge of 1, 2, 3, 4 Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14 *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			4/4/16	

apd 4-4-16cd

