

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006013

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Purchasing Standards Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 32
Page 1 of 2

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
55	<p>Under general direction, reviews, evaluates, prepares, coordinates, & processes requests to purchase software, supplies, equipment, hardware, & personal services for OIT as well as enterprise OIT purchases: prepares and coordinates the purchasing requests for OIT (e.g., purchases affecting OIT statewide); conducts analysis of OIT procurement activity to identify economies of scale with OIT and compliance with MBE & EDGE programs. Reviews, evaluates & processes requests for information technology hardware, software and related services. Provides technical expertise & direction to OIT program managers regarding acquisition requirements; responsible for following OIT, State and Federal regulations regarding procurement policies; provides guidance to OIT program managers on the processes and policies for procuring goods and services. Works with appropriate OIT program managers to determine proper purchasing method and compliance with state &/or federal regulations. Reviews/validates the terms and conditions of contracts to purchase, lease, &/or maintain software, hardware and services. Prepares and evaluates OIT RFQ, RFP, and ITB. Utilizes an automated procurement system to facilitate the purchasing process. Processes Release and Permits for OIT. Verifies &/or reviews state term schedules and state term contracts, solicits quotes, prepares files and records on all actions. Prepares purchase order requests for OIT (e.g., equipment, maintenance, personal service, etc.).</p>	<p>Knowledge of (1) business administration; (2) state appropriation accounting; spending; fiscal policies, procedures & operations & experience with state procurement processes; (3) complex budget development & oversight; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) Ohio Administrative Knowledge System*; Skill in (6) operation of personal computer using advanced functions of MS Word, Access & Excel (e.g., if/then statements, pivot tables, queries & complex formulas); Ability to (7) analyze & research expenditures, (8) deal with large number of fiscal & budgetary variables & determine specific course of action; (9) use proper research methods to gather, collate & analyze data; (10) prepare complex reports that are meaningful concise & accurate; (11) define problems, collect data, establish facts & draw valid conclusions; (12) calculate fractions, decimals & percentages/use algebra; (13) code items from one symbolic form to another; (14) check pairs of items that are similar or dissimilar; (15) cooperate with co-workers; (16) originate business letters.</p>
35	<p>Responsible for procurement review and verification of specifications, terms and conditions, coding and funding for OIT purchases. Maintains data and prepares reports for OIT Business Office management regarding major OIT procurement activities; works with OIT Business Office budget staff on procurement planning, and current and future procurement needs to ensure and validate allotment and cash availability. Produces and provides weekly report for the unit supervisor on status of requests. Maintains database on all OIT maintenance renewals and agreements. Makes recommendations for improvements in processes or policies within the OIT Procurement Unit. Establishes guidelines and timeframes for the various procurement needs and methods.</p>	<p>Knowledge of 1-5 Skill in 6 Ability to 7-16</p> <p>*Developed after employment.</p>

JOB CODE TITLE
Fiscal Specialist 2

JOB CODE
66532
APD 12-11-13 CMO

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

12/5/13

