

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006013	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Senior Financial 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 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
35	Independently researches & analyzes complex information to resolve errors, modify data &/or determine appropriate action with external involvement; responsible for procurement review & verification of specifications, terms & conditions, coding & funding for OIT purchases; maintains data & prepares reports for OIT Business Office management regarding major OIT procurement activities; works with OIT Business Office budget staff on procurement planning, & current & future procurement needs to ensure & validate allotment & cash availability; produces & provides weekly report for the unit supervisor on status of requests; maintains database on all OIT maintenance renewals & agreements; makes recommendations for improvements in processes or policies within the OIT Procurement Unit; establishes guidelines & timeframes for the various procurement needs & methods.	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. *Developed after employment.
JOB CODE 66563	JOB CODE TITLE Senior Financial Analyst/Senior Sourcing Analyst	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
		DATE

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006013	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Senior Financial 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 32 Page 2 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	Solicits & evaluates proposals, makes recommendations & monitors supplier performance where the need is not customary & the specifications must be developed where none exist: reviews, evaluates, prepares, coordinates, & processes requests to purchase software, supplies, equipment, hardware, & personal services for OIT as well as enterprise OIT purchases; prepares & coordinates purchasing requests for OIT (e.g., purchases affecting OIT statewide); conducts analysis of OIT procurement activity to identify economies of scale with OIT & compliance with MBE & EDGE programs; reviews, evaluates & processes requests for information technology hardware, software & related services; provides technical expertise & direction to OIT program managers regarding acquisition requirements; responsible for following OIT, State & Federal regulations regarding procurement policies; provides guidance to OIT program managers on processes & policies for procuring goods & services; works with appropriate OIT program managers to determine proper purchasing method & compliance with state &/or federal regulations; reviews/validates terms & conditions of contracts to purchase, lease, &/or maintain software, hardware & services; prepares & evaluates OIT RFQ, RFP, & ITB; utilizes an automated procurement system to facilitate the purchasing process; processes Release & Permits for OIT; verifies &/or reviews state term schedules & state term contracts, solicits quotes, prepares files & records on all actions; prepares purchase order requests for OIT (e.g., equipment, maintenance, personal service).	Knowledge of 1-5; Skill in 6; Ability to 7-16.	
10	Performs other duties as assigned (e.g., disseminates information regarding evaluation of procurement requirements, acquisition related items); maintains Payment Card & acts as Payment Card back-up analyst for other procurement staff; attends meetings as requested/required & is assigned other procurement duties when necessary.	Knowledge of 1-5; Skill in 6; Ability to 7-16. *Developed after employment.	
JOB CODE 66563	JOB CODE TITLE Senior Financial Analyst/Senior Sourcing Analyst	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE
			DATE