

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/505140
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 Purchasing Standards 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
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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
55	<p>On behalf of the Office of Information Technology (OIT) Business Office responsible for reviewing, researching & analyzing standards competitive bidding for the OIT procurement unit: 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. Acts as liaison to OIT project teams to identify & acquire special equipment. 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. Develops, writes, &/or reviews Controlling Board requests for OIT purchases. Writes reviews & evaluates Memorandums of Understanding (MOU) and Agreements for OIT purchases. Prepares RFQ, RFP, and ITB. Utilizes an automated procurement system to facilitate the purchasing process. Acts as liaison between vendors and OIT program managers on procurement matters, State Procurement and IT Governance & Policy Units to ensure compliance with all relevant directives. 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*;</p> <p>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);</p> <p>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> <p style="text-align: right;">*Developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/1/13
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AGENCY/DEPT ID
DAS/505140

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 22
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
35	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; liaison 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.	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, and acquisition related items). Maintains a Payment Card and acts as the 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 TITLE
State Purchasing Standards Analyst

JOB CODE
64534

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE



11/1/13