100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Business Office	Franklin

POSITION NUMBER 20006023

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Fiscal Officer 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006027 Business Operations Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB CODE TITLE: Fiscal Officer 2

JOB CODE: 66536

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Plans, directs & manages the Office of Information Technology's (OIT) procurement management program: develops overall OIT procurement plan; monitors policies & activities; develops & prepares weekly, monthly & annual reports that provide descriptions & performance measures of key projects & the financial status of IT procurements; formulates & responsibly directs implementation of reporting, tracking & analysis methodologies for all OIT procurements; consults with OIT program managers, OIT Business Office management, the Chief Information Officer, OIT Budget Unit, OBM State Accounting & DAS State Purchasing to determine needs, assist with development of procurement plans and reporting; oversees processing of requests for hardware, software, & services; monitors compliance with relevant policies, procedures & standards; reviews &/or develops contracts for personal services, equipment, software, maintenance, Controlling Board requests, Release and Permits for OIT acquisitions, Memoranda of Understanding and Agreement, & payment card purchases; serves as liaison to OIT managers regarding computer related key projects & procurement activities; manages OIT contracts, current procurement activities & future procurement plans; supervises lower-level staff in the analysis, management, & reporting of all OIT data pertaining to procurement and contracts; performs personnel functions related to the unit (e.g., training, performance evaluations, hiring, discipline).	Knowledge of (1) state procurement laws, rules, & regulations*; (2) agency procurement practices;* (3) government structure & process;* (4) applicable state & federal laws, rules & regulations governing fiscal operations, (5) project management; (6) contract administration; (7) supervision principles & techniques; (8) employee training & development; (9) business administration; (10) fiscal management; Skill in (11) use of personnel computer & associated software & hardware (e.g., MS Office, OAKS*). Ability to (12) communicate verbally & in writing on technical & non-technical matters; (13) write routine business letters, evaluations & records following standard procedures; (14) handle routine & sensitive inquires from program managers, state employees & general public: (15) maintain procedures for timely processing of procurement requests & accurate fiscal reporting; (16) cooperate with co-workers on group projects; (17) apply principles to solve everyday problems; (18) deal with large number of variables & determine specific course of action; (19) define problems, collect data, & draw valid conclusion; (20) resolve coding, budget, & purchase order issues. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 11-19-09

Appl 11-24-09 CB

100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Business Office	Franklin

POSITION NUMBER
20006023

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Officer 2	20006027 Business Operations Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Recommends changes in policies &/or procedures to improve programs of procurement & deployment, asset control, financial management & reporting (e.g., recommends methods to improve cost effectiveness of procurement & utilization of goods & services, recommends methods to budget more accurately, identifies & makes recommendations for resolution of projected shortfalls, recommends methods to improve the accountability & efficiency of the IT charge back disbursement system); provides technical direction & assistance to managerial personnel throughout OIT regarding the implementation, planning & financial soundness of key procurements for OIT.	Knowledge of 1*, 2*, 3*, 4, 5, 6, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19, 20
15	Develops & implements various evaluation tools, instruments & methodologies needed for effective process improvement: tracks & monitors OIT expenditures & project performance, oversees collection of data & maintenance of records regarding IT expenditure controls, disbursements, encumbrances & charge backs; develops & implements various evaluation strategies needed to effectively monitor the status of key performance measures; prepares procedure manuals for OIT managers regarding the policies & procedures required to complete cost projections & cost/benefit analysis &/or revises manuals, policies, programs, proposed rules, regulations &/or directives regarding the OIT procurement management program.	Knowledge of 1*, 2*, 3*, 4, 5, 6, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19, 20
5	Performs other related duties as assigned: attends meetings; prepares correspondence; provides weekly & monthly status reports for Business Operations Manager; provides assistance with special finance projects.	Knowledge of 1*, 2*, 3*, 4, 5, 6, 9, 10 Skill in 11 Ability to 12, 13, 14, 16, 17, 18, 19, 20

JOB CODE TITLE
Fiscal Officer 2

JOB CODE
66536

Upd 11-24-09 CB

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	11.19.09