

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
OFFICE OF INFORMATION TECHNOLOGY

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006025

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Purchasing 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 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
70	<p>Under general direction of the Purchasing Unit Supervisor, reviews and evaluates requests to purchase supplies, equipment and personal services for OIT and OIT purchases that affect DAS statewide. Conducts analysis of OIT procurement activity to identify economies of scale with OIT and compliance with MBE set aside programs. Reviews, evaluates and processes routine requests for information technology hardware, software and related services. Works with appropriate OIT Program Management to determine proper purchasing method and compliance with state and/or federal regulations. Reviews and validates the terms and conditions of contracts to purchase, lease, and/or maintain software, hardware and services. Provides research and documentation for the CB request and develops language for subsequent contracts. Reviews and evaluates Memorandums of Understanding and Agreement for OIT. Assists OIT managers and technical staff to correctly apply state procurement laws and regulations. Works closely with OIT managers to ensure timely acquisition of all related items. Maintains data base on all OIT maintenance renewals and agreements. Utilizes an automated procurement system to facilitate the purchasing process. Verifies state term schedules and state term contracts. Contacts state term vendors for requests for quotes. Enters requests in OAKS, from requisitioning to dispatching of purchase orders. Processes Release and Permits for OIT. Performs administrative duties associated with the R and P, e.g., working with the requestor, entering the request on OAKS and mailing the R and P to the user. Enters data in the R and P web-based system. Monitors information on the Contract database. Solicits informal and formal bids, prepares files and records on all actions. Sends copy of the purchase order to the vendor and the requestor.</p>	<p>Knowledge of (1) state procurement laws; (2) agency procurement practices; (3) Government structure and process; (4) applicable state and federal laws, rules and regulations governing fiscal operations; (5) project management; and (6) contract administration. Skill in (7) use of personnel computer and associated software and hardware (e.g., MS Office, OAKS*).</p> <p>Ability to (8) communicate verbally and in writing on technical and non-technical matters; (9) apply principles to solve everyday problems; (10) deal with a large number of variables and determine a specific course of action; (11) define problems, collect data, and draw valid conclusion; (12) write routine business letters, evaluations and records following standard procedures; (13) handle routine and sensitive inquiries from program managers, state employees and general public; (14) maintain procedures for timely processing of procurement requests and accurate fiscal reporting and (15) cooperate with co-workers on group projects.</p> <p>*developed after employment</p>

JOB CODE TITLE
Fiscal Specialist 2

APD 7-16-14 *usb*

JOB CODE
66532

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

A. B. [Signature]

7/10/14

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006025	<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 Purchasing 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 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	
	20	Acts as lead worker for other lower level fiscal specialist in the Purchasing Unit. Maintains the Request to Purchase database. Publishes a weekly report for the unit supervisor on status of requests. Maintains a Payment Card and acts as Payment Card purchaser and reviews and validates travel requests. Process credit card payments from MARCS/OIT customers. Research and analyze purchase order and payment issues. Scan and maintain purchase order file.	Knowledge of 1, 2*, 3, 4, 5, and 6. Skill in 7, 8, and 12. Ability to 13 and 14.	
	10	Performs administrative duties (e.g., disseminates information regarding evaluation of procurement requirements, and acquisition related items). Attends meetings. Works on other procurement duties as assigned.	Knowledge of 1, 2*, 3, 4, 5, 6. Skill in 7. Ability to 8.10.11.12, 13 and 15.	
			*developed after employment	
JOB CODE TITLE Fiscal Specialist 2	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 66532			DATE 7/10/14	