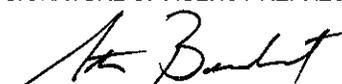


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

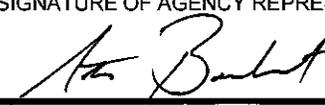
POSITION NUMBER 20006025	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Senior Financial Analyst		POSITION NO. 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
20	Acts as lead worker for other lower level financial analysts in the Purchasing Unit & researches & analyzes complex information to resolve errors, modify data &/or determine appropriate action with external involvement; maintains Request to Purchase database; publishes weekly report for the unit supervisor on status of requests; maintains Payment Card & acts as Payment Card purchaser & reviews & validates travel requests; processes credit card payments from MARCS/OIT customers; researches & analyzes purchase orders & payment issues; scans & maintains purchase order file.	<b>Knowledge of</b> (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; <b>Skill in</b> (7) use of personnel computer and associated software and hardware (e.g., MS Office, OAKS*); <b>Ability to</b> (8) communicate verbally and in writing on technical and non-technical matters; (9) write routine business letters, evaluations and records following standard procedures; (10) handle routine and sensitive inquiries from program managers, state employees and general public; (11) maintain procedures for timely processing of procurement requests and accurate fiscal reporting.
*developed after employment		

JOB CODE 66563	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			8/12/15

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

POSITION NUMBER 20006025	<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
70	<p>Solicits &amp; evaluates proposals, makes recommendations &amp; monitors supplier performance where the need is not customary &amp; the specifications must be developed where none exist: reviews &amp; evaluates requests to purchase supplies, equipment &amp; personal services for OIT &amp; OIT purchases that affect DAS statewide; conducts analysis of OIT procurement activity to identify economies of scale with OIT &amp; compliance with MBE set aside programs; reviews, evaluates &amp; processes routine requests for information technology hardware, software &amp; related services; works with appropriate OIT Program Management to determine proper purchasing method &amp; compliance with state &amp;/or federal regulations; reviews &amp; validates the terms &amp; conditions of contracts to purchase, lease, &amp;/or maintain software, hardware &amp; services; provides research &amp; documentation for the CB request &amp; develops language for subsequent contracts; reviews &amp; evaluates Memorandums of Understanding &amp; Agreement for OIT; assists OIT managers &amp; technical staff to correctly apply state procurement laws &amp; regulations; works closely with OIT managers to ensure timely acquisition of all related items; maintains data base on all OIT maintenance renewals &amp; agreements; utilizes an automated procurement system to facilitate the purchasing process; verifies state term schedules &amp; state term contracts; contacts state term vendors for requests for quotes; enters requests in OAKS, from requisitioning to dispatching of purchase orders; processes Release &amp; Permits (R &amp; P) for OIT; performs administrative duties associated with the R &amp; P (e.g., working with the requestor, entering the request on OAKS &amp; mailing the R &amp; P to the user); enters data in the R &amp; P web-based system; monitors information on the Contract database; solicits informal &amp; formal bids, prepares files &amp; records on all actions; sends copy of the purchase order to the vendor &amp; requestor.</p>	<p><b>Knowledge of</b> 1; 2*; 3*; 4*; 5; 6;  <b>Skill in</b> 7;  <b>Ability to</b> 8-11; (12) apply principles to solve everyday problems; (13) deal with a large number of variables &amp; determine a specific course of action; (14) define problems, collect data, and draw valid conclusions; (15) cooperate with co-workers on group projects.</p>
10	<p>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.</p>	<p><b>Knowledge of</b> 1; 2*; 3*; 4*; 5; 6;  <b>Skill in</b> 7;  <b>Ability to</b> 8-10; 13-15.</p> <p>*developed after employment</p>
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
		 DATE: 8/12/15