

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office/Procurement Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006032	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Fiscal Specialist 1	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006023 Fiscal Officer 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
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
60	Under general direction of the Purchasing Unit Supervisor, reviews and evaluates requests to purchase (RTP) supplies, equipment and personal services for Office of Information Technology (OIT) and OIT purchases that affect DAS statewide. Reviews, evaluates and processes routine requests for information technology hardware, software and related services. Verifies all information is correct (e.g., checks financial coding, justifications, etc). Determines proper purchasing method and compliance with state and/or federal regulations. Receives, logs, forwards, and tracks OIT RTPs through the approval process. Responsible for entering the RTP on the RTP Tracking System and/or the Payment Card System and the Contract tracking system. Reviews state term schedules and contracts, contacts state term vendors for requests for quotes, solicits telephone bids, prepares files and records on all actions. Enters requests in Ohio Administrative Knowledge System (OAKS) and monitors all stages of the request. Dispatches the Purchase order and makes copies for the vendor and the requestor. Verifies receipt of goods and services and notifies Payment Unit to pay the vendor. Maintains copies of all completed procurements for subsequent audits.	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; and (5) business administration. Skill in (6) use of personal computer and associated software and hardware (e.g., MS Office, OAKS*). Ability to (7) communicate verbally and in writing on technical and non-technical matters; (8) prioritize work and meet deadlines; (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 inquires from program managers, state employees, and general public; (14) maintain procedures for timely processing of procurement requests and accurate fiscal reporting; (15) cooperate with co-workers on group projects; and (16) provide good customer service. *Developed after employment.

App 1-18-10 CAB

JOB TITLE
Fiscal Specialist 1

 JOB CODE
66531

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1.11.10
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: **8:00 a.m.** TO: **5:00 p.m.**

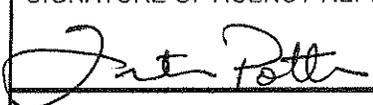
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Enters and maintains data on the Payment Card System and creates weekly, monthly and ad hoc reports. Maintains accurate records of requests and all associated documentation. Processes paperwork for Release and Permits (R & P) for OIT purchases. Performs administrative duties associated with the R & P, e.g., working with the requestor, providing the information for the R & P web-based system and mailing the R & P to the user.	Knowledge of 1, 2, 3, 4, and 5. Skill in 6. Ability to 7, 10, 11, 12 and 15.
10	Works closely with OIT staff and program managers to ensure timely acquisition of requested items. Assists OIT managers and technical staff to correctly apply state procurement laws and regulations. Provides good customer service.	Knowledge of 1, 2, 3, and 4. Skill in 6. Ability to 7, 8, 10, 12, and 16.
10	Assists other analysts in the unit in reviewing Controlling Board requests. Assists with research and documentation for Controlling Board requests. Assists other analysts in the unit with the development of language for new contracts and agreements. Assists with research and documentation.	Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 11, and 16.
5	Performs administrative duties (e.g., disseminates information regarding evaluation of procurement requirements, and acquisition related items, making copies, maintaining files). Attends meetings. Writes weekly and monthly reports on status of purchases. Works on other duties as assigned.	Knowledge of 1, 2, 3, 4. Skill in 6. Ability to 7, 8, 12 and 15.

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