

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Enterprise IT Contracting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006603	<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 Computer Acquisition Analyst 3		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 45 Page 1 of 3
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
50	<p>Leads lower-level acquisition analysts (i.e., provides work direction and training) in reviewing, analyzing, and evaluating agency requests for acquisition of data processing and telecommunications hardware, software and services. Provides technical assistance and makes recommendations to state agencies, boards and commissions for acquisition of data processing and telecommunication hardware, software and services involving multiple computing disciplines: serves as project lead (e.g., reviews project business case/plan, attends on &amp; off-site meetings, determines appropriate computing and telecommunication technologies, cost effectiveness, agency utilization and consistency with strategic direction and infrastructure). Independently performs needs assessment activities which may include determining solution feasibility (e.g., identifies and defines agency's computing and telecommunication business needs, and functional &amp; technical requirements through observation and key personnel interviews; determines size, scope and complexity of project; determines agency readiness to move forward with project; assesses agency's knowledge of current and future IT computing and telecommunication needs to determine if analysis is needed in other areas of agency's systems, determines agency's ability to support requested solutions; identifies additional areas to be considered (e.g., support personnel, ongoing maintenance costs, etc.); and identifies suppliers capable of meeting experience qualifications and specifications or solutions requirements. Assists agencies in identifying and evaluating pre and post procurement risks and applying mitigation strategies before risk becomes material. Applies Information Technology policies and standards (e.g., Security and Privacy laws) as appropriate. Assists agency in determining the following: planning and implementation schedules; project requirements; deliverables; deliverable acceptance procedures; staffing levels; payment structures; evaluation criteria; and most appropriate evaluation process. Creates and updates project plan using project management software. Assists customer agencies with gathering information via request for information, IT organizations, public sector organizations or contracted business partners. Utilizes technical writing experience and project life cycle knowledge to assist the agencies with developing solicitation documents to acquire</p>	<p><b>Knowledge of</b> (1) multi-platform computer hardware, software &amp; communication systems analysis and design; (2) computing technologies (e.g., web, infrastructure, networking &amp; telecommunications); (3) state &amp; federal laws, rules &amp; regulations related to procurement*; (4) information technology; (5) multiple application development approaches (e.g., traditional coding, code generators, waterfall, rapid application development), functionality, limitations, advantages, maintenance, support, cost, &amp; availability of resources &amp; training); (6) contract terms &amp; conditions for acquisition of hardware, software, consulting &amp; integration services; (7) project management/project life cycles; (8) RFP &amp; ITB development; (9) IT technical and strategic planning (10) purchasing authorities*; <b>Skill in</b> (11) operation of personal computer and associated hardware/software (e.g., database, spreadsheet, word processing, project management; (12) technical writing; <b>Ability to</b> (13) communicate technical &amp; non-technical information verbally &amp; in writing; (14) deal with many variables &amp; determine specific action; (15) develop complex reports &amp; position papers; (16) analyze agency business needs &amp; propose alternative solutions. (17) interpret &amp; apply strategic plans to agency business needs; (18) review and evaluate proposals.</p> <p align="right">*developed after employment</p>

JOB CODE 64173	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			3/11/16

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	USUAL WORKING TITLE OF POSITION Computer Acquisition Analyst 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
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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		
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	necessary solutions and/or system components (e.g., hardware, software, consulting/integration services and cloud computing services) for large scope, complex, high risk computing solutions. Facilitates and leads the IT competitive procurement process during development, release, evaluation and award. The process requires the review of supplier offers and may include requests for additional information and negotiations. Conducts industry market research and analysis (e.g., in the areas of procurement, technology, business partners and suppliers, public and private sector, etc.) and applies the findings to a project, initiative, solution, procurement or contract event, which may require providing information (e.g., detailed reports and/or presentations) to various audiences (e.g., media, special interest groups and lobbyists); provides detailed advantages and disadvantages of computing and telecommunication projects, initiatives, solutions, procurements or contract events which vary in size and complexity.	
15	Working closely with DAS Legal staff, develops, reviews and negotiates complex information technology contracts (e.g., Master Cloud Service Agreements, Master Service Agreements, State Term Schedules, Master Maintenance Agreements, etc.) on behalf of agencies, boards and commissions. Performs contract management activities which include reviewing change requests, developing and reviewing amendments, participating in issue and dispute resolution, ensuring contract compliance, processing renewals and extensions, contract documentation management and providing responses to inquiries during contract lifecycle. Interfaces with multiple stakeholders including technicians, business partners and suppliers (e.g., account or sales representatives), multiple levels of state personnel (e.g., executive management, supervisors and middle management, business office personnel, procurement staff and data processing and telecommunications technicians), public sector personnel, Ohio Office of Budget and Management, legal counsel, interstate carriers and telecommunication companies.	<b>Knowledge of 1, 2, 3*, 4, 6, 10*</b> <b>Skill in 11, 12</b> <b>Ability to 13, 14</b>

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POSITION NUMBER 20006603  JOB CODE TITLE Computer Acquisition Analyst 3  JOB CODE 64173	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
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<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
15	Reviews, analyzes, and recommends IT procurement requests from multiple state entities to address the requesting state entity's business and/or technical needs for large complex data processing and telecommunications solutions. These solutions include, but are not limited to: hardware, software, infrastructure, and networking, cloud computing, web technologies, mobile technologies, security, maintenance, training and consulting services. Evaluates agencies' Information Technology plans: Identifies potential procurement methods; outlines timeframes based on procurement life cycle, scope of work, implementation schedule, availability of funds and technology; ensures alignment, consistency and compliance with state direction, policies and strategies, and with applicable state and federal laws, rules and regulations.	<b>Knowledge of 1, 2, 3*, 4, 5, 6, 7, 8, 9, 10*</b> <b>Skill in 11, 12</b> <b>Ability to 13, 14, 15, 16, 17, 18</b>		
10	Conducts regularly scheduled and ad-hoc meetings with customer agencies, state staff, business partners, suppliers and/or subject matter experts for a project, initiative, solution, procurement or contract event.	<b>Knowledge of 1, 2, 4</b> <b>Skill in 11, 12</b> <b>Ability to 13, 15, 18</b>		
10	Performs other related duties as assigned: independently, conducts research to obtain specialized IT information; evaluates new products; reviews trade publications and attends demonstrations and seminars.	<b>Knowledge of 1, 2, 4</b> <b>Skill in 11, 12</b> <b>Ability to 13, 14</b>		
		*developed after employment		
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