

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
IGD/State IT Investment Management

POSITION NUMBER  
20006603

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
IT Investment Resourcing Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006608 Computer Acquisition Analyst Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	<p>Leads lower-level acquisition analysts and reviews, analyzes, evaluates, &amp; approves sourcing requests from multiple state agencies for large complex data processing hardware, software, maintenance, education and consulting services for variety of computing technologies (e.g., computer software/hardware, web technologies, infrastructure, networking and telecommunications); conducts meetings with customer agencies, Department of Administrative Services (DAS) General Services Division (GSD) and Infrastructure Services Division (ISD) to jointly develop sourcing plans for all planned expenditures to acquire information technology (IT) and telecommunication software, hardware and services; acts as an advocate for the state and agencies during IT investment, planning and sourcing activities; develops and approves customer agency sourcing plans for IT expenditures and submits to Office of Information Technology (OIT) and agency management for final approval and implementation.</p>	<p>Knowledge of (1) multi-platform computer hardware, software &amp; communication systems analysis and design; (2) computing technologies (e.g., web technologies, infrastructure, networking and 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, and availability of resources and training); Skill in (6) operation of personal computer and associated hardware/software (e.g., database, spreadsheet, word processing, graphics, MS Project*, Omni-com*); (7) technical writing; Ability to (8) communicate technical and non-technical information verbally and in writing; (9) deal with many variables &amp; determine specific action; (10) develop complex reports &amp; position papers; (11) analyze agency business needs &amp; propose alternative solutions.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Computer Acquisition Analyst 3

JOB CODE  
64173

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

6/16/08

*Apd 6-16-08 CB*

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50	<p>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 (e.g., server architecture, middleware): with guidance from the supervisor, serves as project manager (e.g., reviews project business plan, travels to attend meetings with customer agencies, determines appropriate computing and telecommunication technologies, cost effectiveness, agency utilization and consistency with strategic direction and infrastructure of State of Ohio; independently, performs needs assessment and feasibility studies of user operations (e.g., identifies and defines agency's computing and telecommunication business needs and technical requirements through observation and interviews of key personnel); determines size, scope and complexity of project; determines agency readiness to move forward with project; assists agencies in identifying and evaluating risks and applying mitigation activities before risk becomes material; assesses agency's knowledge of current and future computing and telecommunication needs to determine if analysis is needed in other areas of agency's systems; determines agency's ability to support requested hardware and/or software and identifies additional areas to be considered (e.g., support personnel, ongoing maintenance costs); assists agency in determining planning and implementation schedules; determines project requirements, deliverables, deliverable acceptance procedures, staffing levels, payment structures, evaluation criteria and most appropriate evaluation process; creates and updates project plan using Microsoft Project software; assists customer agencies with information gathered; utilizes technical writing experience and project life cycle knowledge to assist the agencies with developing sourcing plans and DAS/GSD with creation of Request for Proposals and Invitations to Bid to acquire necessary systems and/or system components (e.g., hardware, software and consulting/integration services) for large complex computing systems; assists DAS/GSD and agency with the Requests for Proposal and Invitations to Bid processes and evaluation process, including assisting with identifying areas of clarification; reviews clarification documents that</p>	<p>Knowledge of 1, 2, 3*, 4, 5, (12) IT technical and strategic planning; (13) contract terms &amp; conditions for acquisition of hardware, software, consulting &amp; integration services; (14) project management/project life cycles; (15) RFP development; (16) purchasing authorities. Skill in 6, 7 Ability to 8, 9, 10, 11, (17) interpret &amp; apply strategic plans to agency business needs; (18) review and evaluate proposals.</p> <p>*developed after employment</p>

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	request written responses from vendors under consideration; participates on the evaluation team, as a subject matter expert; identifies vendors capable of meeting experience and technical requirements; provides technical assistance and business responses to vendor inquiries; interfaces with vendor technicians, sales representatives and multiple levels of state agency personnel (e.g., high-level management, data processing and telecommunications technicians), OBM, legal counsel, interstate carriers, telecommunication companies and utilities regarding technical feasibility, cost effectiveness and contract compliance on large computing and telecommunication projects; researches and provides information (e.g., detailed reports and/or presentations) on various computing and telecommunication technical areas for media, special interest groups and lobbyists.	
25	Evaluates agencies' (IT) plans: advises multiple state agencies on new technologies available for replacement of outdated systems; outlines timeframes based on availability of funds and technology; provides detailed advantages and disadvantages of large variety of computing and telecommunication areas which vary in size and complexity for all state agencies; ensures consistency and compliance with state policies and strategies; assists OBM in implementing fiscal controls on IT goods and services when appropriate by conducting an assessment against strategic criteria and understanding timing criticality.	Knowledge of 2, 4; 12, Skill in 6, 7 Ability to 8, 9, 10, 11, (19) review and assess IT plans.
5	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.	Knowledge of 1, 2, 4 Skill in 6, 7 Ability to 8, 10, 18
		*developed after employment

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6/16/09

App 6-16-08 CB