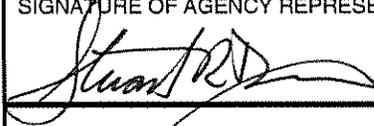


| | | |
|---|---|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS500000 |
| DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY | UNIT OR OFFICE Enterprise IT Contracting | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|--|--|---|---|--|
| POSITION NUMBER 20006605 | <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 Computer Acquisition 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 34 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 |
|----|---|---|
| 45 | Under guidance of higher-level acquisition analysts, reviews, analyzes, and recommends routine IT procurement requests from multiple state entities to address the requesting state entity's business and/or technical needs for data processing and telecommunications solutions. Under guidance of higher-level acquisition analysts determines proper purchasing authority & ensures compliance with federal &/or state regulations & contracts regarding terms & conditions. Assists higher-level acquisition analysts to determine most cost effective method for acquisition of data processing and telecommunication hardware, software and services involving multiple computing disciplines; to recommend most advantageous method for making procurement (e.g. ITB, ITB by Reverse Auction, RFP, STS, etc.); to identify suppliers capable of meeting experience qualifications and specifications or solutions requirements; to perform needs assessment activities which may include determining solution feasibility (e.g., identifies and defines agency's computing and telecommunication business needs, and functional & technical requirements through observation and key personnel interviews); to determine size, scope & complexity of problem; to assess agency's level of planning and readiness; to determine federal &/or state regulating authorities; to determine interfaces required with internal &/or external systems; to assist with developing the solicitation and facilitating the procurement process; and to perform contract management activities and reviews for newly installed systems to determine performance level of vendor, hardware, software, services & compliance with specifications of contract. | Knowledge of (1) computing technologies (e.g., web, infrastructure, networking & telecommunications; (2) state & federal laws, rules & regulations related to procurement*; (3) information technology; (4) contract terms & conditions for acquisition of hardware, software, consulting & integration services; (5) RFP & ITB development; (6) purchasing authorities*; Skill in (7) operation of personal computer and associated hardware/software (e.g., database, spreadsheet, word processing, project management; (8) technical writing; Ability to (9) communicate technical & non-technical information verbally & in writing; (10) deal with many variables & determine specific action; (11) assist in developing reports & position papers. |
| | | *developed after employment |

| | | | |
|---|--|--|---------|
| JOB CODE TITLE Computer Acquisition Analyst I JOB CODE 64171 | List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
| | |  | 9/26/16 |

