

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
20006606

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
IT Investment Resourcing Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006612 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
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 senior analysts, 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); 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 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 & conditions for acquisition of hardware, software, consulting & 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 & apply strategic plans to agency business needs; (18) review and evaluate proposals.</p> <p>*developed after employment</p>

JOB CODE TITLE
Computer Acquisition Analyst 2

JOB CODE
64172

April 6-16-08 CB

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

4/16/08

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Office of Information Technology
	UNIT OR OFFICE IGD/State IT Investment Management

POSITION NUMBER 20006606	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION IT Investment Resourcing Analyst 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006612 Computer Acquisition Analyst Supervisor	
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		request written responses from vendors under consideration; participates on the evaluation committee; 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' information technology (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: 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	
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			DATE 6/16/08	

App'd 6-16-08 CB

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Computer Acquisition Analyst 2