

<b>POSITION DESCRIPTION</b>	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 20006608	<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 Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006618 Data Systems Administrator
	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
30	<p>Supervises unit of acquisition analysts in reviewing, analyzing, evaluating &amp; approving Requests for Proposals (RFPs) to acquire data processing hardware, software, communication systems &amp; services, for all agencies within the state; assigns projects &amp; tasks to analysts to best utilize available resources; utilizes technical writing experience &amp; project lifecycle knowledge to review &amp; approve documents developed by analysts; analyzes agency business needs &amp; determines or proposes alternative project timeframes, implementation schedules, project deliverables, deliverable acceptance procedures, staffing levels, payment structures, terms &amp; conditions, evaluation criteria &amp; most appropriate evaluation process; directs, coordinates &amp; monitors unit activities; evaluates work performance to ensure efficiency &amp; compliance with department &amp; computing industry standards; sets priorities for large, complex, technical problems that involve multi-platform systems, multiple agency interfaces &amp; conflicting regulations; develops &amp; implements unit policies, procedures &amp; standards; participates in budget preparation &amp; fiscal control; provides on-the-job training &amp; plans formal training of staff; participates in resolution of contract disputes after contract award; works with state agencies &amp; Department of Administrative Services (DAS) Chief Legal Counsel to resolve outstanding contractual issues; reviews &amp; approves contract amendments; evaluates agencies' long-range information technology (IT) plans; represents manager during absences.</p>	<p>Knowledge of (1) large &amp; complex multi-platform computer hardware, software &amp; communication systems; (2) purchasing &amp; procurement process, contract terms &amp; conditions for acquisition of hardware, software &amp; consulting/ integration services; (3) project management/project life-cycles; (4) budget preparation &amp; fiscal control; (5) supervision principles; (6) agency policies &amp; procedures*; (7) government structure &amp; process*; Skill in (8) technical writing; (9) operations of personal computer &amp; associated hardware/software; Ability to (10) communicate technical &amp; non-technical information verbally &amp; in writing; (11) develop complex reports &amp; position papers; (12) define problems, collect data, establish facts &amp; draw valid conclusions; journals &amp; manuals; (13) analyze agency business needs &amp; propose alternative solutions; (14) determine appropriate sourcing methods (15) interpret &amp; apply strategic plans to agency business needs; (16) establish &amp; sustain beneficial business relationships; (17) handle sensitive inquiries from &amp; contacts with officials &amp; general public; (18) resolve complaints from angry citizens &amp; government officials.</p> <p align="right">*developed after employment</p>

CPL 7-30-08 CLB

JOB CODE TITLE  
 64175 Computer Acquisition Analyst Supervisor

List Position Numbers and Class Titles of Positions Directly Supervised: 20006603 Comp Acq Anl 3 20006605 Comp Acq Anl 2 20006611 Comp Acq Anl 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/26/08
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OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
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UNIT OR OFFICE  
IGD/State IT Investment Management

POSITION NUMBER  
20006608

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
IT Investment Resourcing Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006618 Data Systems Administrator

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	Conducts meetings with customer agencies, DAS General Services Division (GSD) & Infrastructure Services Division (ISD) to jointly develop sourcing plans for all planned expenditures to acquire IT & telecommunication software, hardware & services; acts as an advocate for the state & agencies during IT investment, planning & sourcing activities; develops & approves customer agency sourcing plans for IT expenditures & submits to Office of Information Technology (OIT) & agency management for final approval & implementation.	Knowledge of 1, 2, 3, 4, 5, 6*, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18
25	Contacts & meets with vendor technicians & sales representatives, multiple levels of agency personnel (e.g., high-level management & data processing technicians), & Office of Budget & Management (OBM) regarding technical feasibility & cost effectiveness, media, special interest groups & lobbyists, interstate carriers & telephone companies to coordinate & provide information or to resolve technical problems on large computing projects; evaluates new hardware & software & communication systems for applicability to state's strategic data processing direction; reviews & approves contract terms & conditions & purchase documents. Provides detailed written & verbal technical information & makes recommendations on advantages & disadvantages of large variety of computing areas that vary in size & complexity (e.g., system software from multiple vendors for specific mainframes, spreadsheets or monitors for personal computers).	Knowledge of 1, 2, 3, 4, 5, 6*, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18

\*developed after employment

JOB CODE TITLE  
64175 Computer Acquisition Analyst Supervisor  
*April 7-30-08*

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006603 Comp Acq Anl 3
- 20006605 Comp Acq Anl 2
- 20006611 Comp Acq Anl 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

*7/29/08*

# 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  
20006608

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
IT Investment Resourcing Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
Administrator for State IT Investment Management

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
25	<p>Reviews, analyzes &amp; evaluates requests from multiple agencies to acquire large, complex data processing hardware, software, education, consulting services &amp; maintenance for multi-platform systems based on industry standards, emerging technologies &amp; strategic direction of state: reviews state agency requests for potential cost savings; determines technical requirements for new hardware, software &amp; communication systems &amp; modifications, enhancements or upgrades to existing systems based on size, scope &amp; level of complexity of agency's requests; reviews agency communication requests in terms of merit, cost effectiveness, agency utilization &amp; strategic plan consistency in order to determine appropriate acquisition action; evaluates agencies' IT plans; advises multiple state agencies on new technologies available for replacement of outdated systems; outlines time-frames based on availability of funds &amp; technology; provides detailed advantages &amp; disadvantages of large variety of computing &amp; telecommunication areas which vary in size &amp; complexity for all state agencies; ensures consistency &amp; compliance with state policies &amp; 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.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6*, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18</p> <p>*developed after employment</p>

JOB CODE  
64175  
Computer Acquisition Analyst Supervisor  
Apr 7-30-08 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

20006603 Comp Acq Anl 3  
20006605 Comp Acq Anl 2  
20006611 Comp Acq Anl 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE  
7/28/08