

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
20006609

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Computer Acquisition Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type

Bargaining Unit 14
PR 35
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
80	<p>Reviews, analyzes, and recommends 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. 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. 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 team member (e.g., reviews project business case/plan, attends on & off-site meetings, assists with determining appropriate computing and telecommunication technologies, cost effectiveness, agency utilization and consistency with strategic direction and infrastructure); recommends most advantageous method for making procurement (e.g. ITB, ITB by Reverse Auction, RFP, STS) and identifies suppliers capable of meeting experience qualifications and specifications or solutions requirements. 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.). Creates and updates project plan using project management software. Utilizes technical writing experience and project life cycle knowledge to assist the agencies with developing solicitation documents to acquire necessary solutions and/or system components (e.g., hardware, software, consulting/integration services and cloud computing services) for projects ranging from small to large scope, low to moderately complex, low to high risk computing solutions. 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. Applies Information Technology policies and standards (e.g., Security and Privacy laws) as appropriate. 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. Working closely with DAS Supervisor, Senior/Lead Computer Acquisition Analysts and Legal staff, develops, reviews and negotiates low to moderately 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.</p>	<p>Knowledge of (1) developing RFPs; (2) reviewing & evaluating proposals; (3) contract terms & conditions for acquisition of hardware, software & consulting & integration services; (4) project management/project life cycles; (5) multi-platform computer hardware, software & communication systems analysis & design; (6) state & federal laws, rules & regulations related to procurement*; (7) multiple application development approaches (e.g., traditional coding, code generators, waterfall, rapid application development) & functionality, limitations & advantages, maintenance & support, cost availability of resources & training; (8) purchasing authorities*; (9) State Emergency Operations Center Protocol* Skill in (10) operation of personal computer & associated software (e.g., database, spreadsheet, word processing, graphics, MS Project*, Omnicom*); (11) technical writing; (12) communicating technical & non-technical writing information verbally & in writing. Ability to (13) deal with many variables & determine specific action; (14) develop complex reports & position papers; (15) analyzing agency business needs & proposing alternative solutions.</p> <p>* developed after employment.</p>

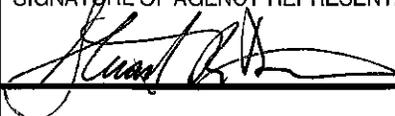
JOB CODE TITLE
Computer Acquisition Analyst 2

JOB CODE
64172

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/28/14

add 12-28-16cc

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 20006609 JOB CODE TITLE Computer Acquisition Analyst 2 JOB CODE 64172	<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		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 35 Page 2 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
15	<p>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.</p> <p>Participates in 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. 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. 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. 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. Conducts research to obtain specialized IT information; evaluates new products; reviews trade publications and attends demonstrations and seminars. Assists customer agencies with gathering information via request for information, IT organizations, public sector organizations or contracted business partners. Performs 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. Assists agencies in identifying and evaluating pre and post procurement risks and applying mitigation strategies before risk becomes material.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 7, 8* Skill in 10*, 11, 12 Ability to 13, 14, 15</p> <p>Knowledge of 1, 2, 3, 4, 5, 7, 8* Skill in 10*, 11, 12 Ability to 13, 14, 15</p> <p>*developed after employment.</p>
5	Performs other related duties as assigned	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 12/28/16

apd 12-28-16