

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106195
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006609	<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 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006602 Computer Acquisition Analyst Supervisor
	<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
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	Reviews, analyzes, evaluates & approves requests from multiple state agencies to acquire data processing hardware, software, maintenance, education & consulting services for variety of data communication & telecommunication (e.g., PBX, IVR, ACD) technologies; provides technical assistance to state agencies, boards & commissions for data processing & telecommunication projects involving multiple computing disciplines (e.g., server architecture, middleware); assists office of information technology & agencies in determining planning & implementation schedules; assists with determining project deliverables, deliverable acceptance procedures, staffing levels, evaluation criteria & most appropriate evaluation process; determines most advantageous method for making procurement (e.g. ITB, ITB by Reverse Auction, RFP, STS); utilizes writing experience & project life cycle costing knowledge to create bidding documents (e.g. ITB, RFP) to acquire necessary systems &/or system components (e.g. hardware, software & consulting/integration services) for any/large computing systems; identifies suppliers capable of meeting experience & technical requirements; coordinates & schedules supplier conferences to discuss aspects of intended purchase (e.g. supplier representatives, Office of Information Technology, requesting agency); provides technical assistance & business responses to supplier inquiries using web-based system; acts as evaluation committee Chair; leads agency through evaluation process; identifies areas for clarification; develops clarification & correction documents that request written responses from suppliers under consideration; recommends selection of contract awardees on behalf of evaluation committee & customer agency; works with Office of Information Technology, customer agency & supplier to resolve contract compliance issues; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	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.

Opd 7-14-10 [Signature]

JOB CODE TITLE
Computer Acquisition Analyst 2

JOB CODE
64172

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/cc</i>	DATE 7/13/10
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