

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
20006610

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Computer Acquisition Analyst 2
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006616 Computer Acquisition Analyst Supervisor

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type 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	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*, Omnicon*); (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. * developed after employment.

JOB CODE TITLE
Computer Acquisition Analyst 2

JOB CODE
64172

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen/cc

7/13/10

Apr 7.14.10 AW

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 20006610	<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 20006616 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	Bargaining Unit 14 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 CODE TITLE Computer Acquisition Analyst 2	JOB CODE 64172	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		15	Upon request form Office of Information Technology, assist with evaluation of agencies' information technology plans; advises on new technologies available for replacement systems; provides detailed advantages & disadvantages of large variety of computing & telecommunication areas which vary in size & complexity; evaluates new products; reviews trade publications & attends demonstrations & seminars.	Knowledge of 1, 2, 3, 4, 5, 7, 8* Skill in 10*, 11, 12 Ability to 13, 14, 15
		5	Interfaces with supplier technicians, sales representatives & multiple levels of state agency personnel (e.g., high-level management, data processing & telecommunications technicians), legal counsel, interstate carriers, telecommunication companies & utilities regarding technical feasibility, cost effectiveness & contract compliance on data communications & telecommunication projects; researches & provides information (e.g., detailed reports &/or presentations) on various computing & telecommunication technical areas. Performs other duties as assigned.	Knowledge of 1, 2, 3, 4, 5, 7, 8* Skill in 10*, 11, 12 Ability to 13, 14, 15
				*developed after employment.
		List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/jcc</i>
				DATE 7/13/10

App 7-14-10 (aw)