100-600U

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
20006612

☒ 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 CODE TITLE
Computer Acquisition Analyst Supervisor

JOB CODE
64175

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Supervises unit of acquisition analysts in reviewing, analyzing, evaluating & approving Requests for Proposals (RFPs) to acquire data processing hardware, software, communication systems & services, for all agencies within the state: assigns projects & tasks to analysts to best utilize available resources; utilizes technical writing experience & project lifecycle knowledge to review & approve documents developed by analysts; analyzes agency business needs & determines or proposes alternative project timeframes, implementation schedules, project deliverables, deliverable acceptance procedures, staffing levels, payment structures, terms & conditions, evaluation criteria & most appropriate evaluation process; directs, coordinates & monitors unit activities; evaluates work performance to ensure efficiency & compliance with department & computing industry standards; sets priorities for large, complex, technical problems that involve multi-platform systems, multiple agency interfaces & conflicting regulations; develops & implements unit policies, procedures & standards; participates in budget preparation & fiscal control; provides on-the-job training & plans formal training of staff; participates in resolution of contract disputes after contract award; works with state agencies & Department of Administrative Services (DAS) Chief Legal Counsel to resolve outstanding contractual issues; reviews & approves contract amendments; evaluates agencies' long-range information technology (IT) plans; represents manager during absences.	Knowledge of (1) large & complex multi-platform computer hardware, software & communication systems; (2) purchasing & procurement process, contract terms & conditions for acquisition of hardware, software & consulting/ integration services; (3) project management/project lifecycles; (4) budget preparation & fiscal control; (5) supervision principles; (6) agency policies & procedures*; (7) government structure & process*; Skill in (8) technical writing; (9) operations of personal computer & associated hardware/software; Ability to (10) communicate technical & non-technical information verbally & in writing; (11) develop complex reports & position papers; (12) define problems, collect data, establish facts & draw valid conclusions; journals & manuals; (13) analyze agency business needs & propose alternative solutions; (14) determine appropriate sourcing methods (15) interpret & apply strategic plans to agency business needs; (16) establish & sustain beneficial business relationships; (17) handle sensitive inquiries from & contacts with officials & general public; (18) resolve complaints from angry citizens & government officials. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

20006604 Comp Acq Anl 3
20006606 Comp Acq Anl 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
6/11/08

Upd 6-16-08 CB

100-600U

POSITION DESCRIPTION

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AGENCY
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20006618 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB CODE TITLE
Computer Acquisition Analyst Supervisor

JOB CODE
64175

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

List Position Numbers and Class Titles of Positions Directly Supervised:
20006604 Comp Acq Anl 3
20006606 Comp Acq Anl 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
6/1/03

Upd 6-16-08 CB

100-600U

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
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☒ 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
25	Reviews, analyzes & evaluates requests from multiple agencies to acquire large, complex data processing hardware, software, education, consulting services & maintenance for multi-platform systems based on industry standards, emerging technologies & strategic direction of state: reviews state agency requests for potential cost savings; determines technical requirements for new hardware, software & communication systems & modifications, enhancements or upgrades to existing systems based on size, scope & level of complexity of agency's requests; reviews agency communication requests in terms of merit, cost effectiveness, agency utilization & 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 timeframes based on availability of funds & technology; provides detailed advantages & disadvantages of large variety of computing & telecommunication areas which vary in size & complexity for all state agencies; ensures consistency & compliance with state policies & 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 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
	This position is overtime exempt.	

JOB CODE TITLE
Computer Acquisition Analyst Supervisor

JOB CODE
64175

Upd 6-16-08 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

20006604 Comp Acq Anl 3
20006606 Comp Acq Anl 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
6/16/08