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POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

POSITION NUMBER 20006613

JOB CODE TITLE Computer Acquisition Analyst 1

JOB CODE 64171

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Analyst 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006602 Computer Acquisition Analyst Supervisor

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
80	Under general supervision, reviews, & evaluates purchase requests for data processing hardware & software for agencies with elementary data processing requirements & assists higher-level acquisition analysts in determining planning implementation schedule for new & existing project related hardware, software, education, consulting services & maintenance systems: under guidance of senior acquisition analysts evaluates, approves & processes state agencies' requests for variety of elementary communication & telecommunication hardware, software, maintenance, education & consulting services; determines proper purchasing authority; ensures compliance with federal & state regulations & contracts regarding terms & conditions to purchase; assists higher-level analysts in determining most cost effective method for making procurement (e.g. ITB, ITB by Reverse Auction, RFP, STS) of data processing hardware, software & services; utilizes technical writing skills to draft technical requirements for entry-level communication & telecommunication systems & modifications for higher-level analysts' review & approval; manages project life cycle of elementary acquisition projects.	Knowledge of (1) developing RFPs; (2) reviewing & evaluating proposals; (3) contract terms & conditions for acquisition of hardware, software, education, consulting services & maintenance systems; (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* Skill in (9) operation of personal computer & associated software (e.g., database, spreadheet, word processing, graphics, MS Project*, Omnicom*); (10) technical writing; (11) communicating technical & non-technical writing information verbally & in writing. Ability to (12) deal with many variables & determine specific action; (13) develop complex reports & position papers; (14) analyzing agency business needs & proposing alternative solutions. *developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven [signature]

DATE: 6/16/08

apd 7-6-08 ak

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8:00 a.m. - 5:00 p.m.

POSITION NUMBER
20006613

JOB CODE TITLE
Computer Acquisition Analyst 1

JOB CODE
64171

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Assists senior acquisition analysts on very complex projects to further develop & enhance technical writing, verbal communication & project management/project lifecycle abilities & to enable successful & effective development of RFPs/ITBs & management of procurement lifecycle (e.g., development, release, inquiry, evaluation, award, post award).	Knowledge of 1, 2, 3, 4, 5, 7, 8* Skill in 9*, 10, 11 Ability to 12, 13, 14
5	Evaluates routine computing & telecommunication purchase requests: reviews state term schedules: assists agencies with soliciting informal telephone bids; solicits additional justification & documentation from agencies resolves supplier quotations, state term schedule product & service conflicts (i.e., includes terms, conditions, products & pricing); reviews state agency requests for potential cost savings; writes routine technical correspondence; maintains & updates files & records on all actions & attends seminars, lectures & supplier demonstrations to maintain awareness of new technical offerings in data processing industry for incorporation into acquisition consideration. Other duties as assigned.	Knowledge of 1, 2, 3, 4, 5, 7, 8* Skill in 9*, 10, 11 Ability to 12, 13, 14

*developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven for

DATE: 6/16/08

approx 7-6-08