100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106195

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20006613

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Computer Acquisition Analyst 1	20006616 Computer Acquisition Analyst Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type	Bargaining Unit 14 Page 1 of 2

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

JOB CODE TITLE Computer Acquisition Analyst 1

JOB CODE 64171

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Under general supervision, reviews, & evaluates purchase requests for data processing hardware & software for agencies with elementary data processing requirements & assists higher-level acquisition analyst 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 analyst in determining most cost effective method for making procurement (e.g. ITB, ITB by Reverse Auction, RFP, STS) of data processing hardware, software requirements for entry level communication & telecommunication systems & modifications for higher-level analysts' review & approval; manages project life cycle of elementary acquisition projects; reports to State Emergency Operations (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, 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 resource & training; (8) purchasing authorities*; (9) State Emergency Operations Center Protocol* Skill in (10) operation of a personal computer & associated hardware (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 actions; (14) develop complex reports & position papers; (15) analyzing agency business needs & proposing alternative solutions. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ca	7/13/10

Opd 7.14.10 (AW)

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106195

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20006613

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Computer Acquisition Analyst 1	20006616 Computer Acquisition Analyst Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ 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 CODE TITLE Computer Acquisition Analyst 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Assists senior acquisition analyst 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 10*, 11, 12 Ability to 13, 14, 15
5	Evaluates routine computing & telecommunications purchase requests: reviews start 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 10*, 11, 12 Ability to 13, 14, 15

*developed after employment.

JOB CODE 64171

Appl 7.14.10 (au)

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