

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

POSITION NUMBER 20006615	<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 1		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	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 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

Opa 7.14.10 (ao)

POSITION NUMBER  
20006615

JOB CODE TITLE  
Computer Acquisition Analyst 1

JOB CODE  
64171

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

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS106195
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		If FLSA Exempt, exemption type	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 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 life-cycle (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

Appl 7.14.10 (aw)

**JOB CODE TITLE**  
 Computer Acquisition Analyst 1  
**JOB CODE**  
 64171

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	<i>Jeffrey Westhonen/ce</i>	7/13/10