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

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|--|--|---|--|---------------------------------------|
| POSITION NUMBER 20006616 | <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 Supervisor | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006598 Computer Acquisition Manager | |
| | <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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type Administrative | Bargaining Unit 22 Page 1 of 2 |
| NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in locations subject to change. | | | | |

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|---|--|
| 80 | Supervises unit of computer acquisition analysts in reviewing, analyzing, evaluating & approving Requests for Proposals (RFPs) & Invitations to Bid (ITBs) to acquire data processing hardware, software, communication systems & services, for all agencies within State of Ohio: assigns projects & tasks to computer acquisition analysts to best utilize available resources; utilizes technical writing experience & project lifecycle knowledge to review & approve documents developed by computer acquisition analysts; directs, coordinates & monitors unit activities; evaluates work performance to ensure efficiency & compliance with department & computing industry standards; develops & implements unit policies, procedures & standards; provides on-the-job training & plans formal training of staff; participates in resolution of contract disputes after contract award; works with state agencies to resolve outstanding contractual issues; reviews & approves contract amendments in conjunction with OIT; represents manager during absences; reports to State Emergency Operations (SEOC) as assigned to provide resource support & logistics for impacted areas. | Knowledge of (1) IT procurement best practices (e.g., RFP, R&P, ITB); (2) agency policies & procedures (e.g., work rules, work deadlines)*; (3) project management & project lifecycle; (4) business administration, management or public administration; (5) government structure & process; (6) supervision; (7) public relations/customer service; (8) State Emergency Operations Center Protocol* Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel & PowerPoint) Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) gather, collate & classify information about data, people or things; (12) handle routine & sensitive telephone, written & fact-to-face contacts with employees, general public, private & government officials. |
| 15 | 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: in conjunction with OIT, reviews state agency request 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. | Knowledge of 1, 2*, 3, 4, 5, 7, (13) training practices & techniques; Skill in 9 Ability to 10, 11, 12 *developed after employment. |

Cpa 7-14-10 (and)

JOB CODE TITLE
Computer Acquisition Analyst Supervisor

JOB CODE
64175

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| List Position Numbers & Job Titles of Positions Directly Supervised: 20006610 Computer Acquisition Analyst 2 20006613 Computer Acquisition Analyst 1 20006614 Computer Acquisition Analyst 1 | SIGNATURE OF AGENCY REPRESENTATIVE | DATE 7/13/10 |
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