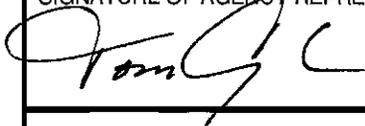


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Enterprise IT Contracting	COUNTY OF EMPLOYMENT Franklin

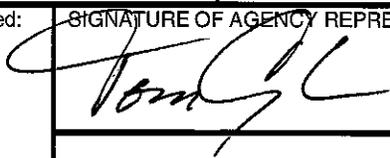
POSITION NUMBER 20006616  JOB CODE TITLE Computer Acquisition Analyst Supervisor  JOB CODE 64175	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Computer Acquisition Analyst Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified            Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22 PR 17	
	<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	If FLSA Exempt, exemption type ADMIN Page 1 of 2	
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.    Report in location & work hours subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	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 & advises on unit policies, procedures, standards & best practices; 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 contract amendments in conjunction with OIT; supervises assigned staff (e.g., approves time & leave requests, administers discipline, evaluates performance); represents the EITC Administrator during absences; manages IT pre-approval & release & permit processes.	<b>Knowledge of</b> (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) generally accepted procurement practices (e.g., principles of purchasing, contract negotiation, value analysis, materials handling, inventory & production control, purchasing problems); (5) government structure & process; (6) laws, rules & regulations relating to purchasing (e.g., Ohio Revised Code & Ohio Administrative Code)*; (7) public relations/customer service; (8) State Emergency Operations Center Protocol*; (9) supervisory principles & techniques. <b>Skill in</b> (10) operation of personal computer & associated hardware/software (e.g., MS Word, Excel & PowerPoint) <b>Ability to</b> (11) define problems, collect data, establish facts & draw valid conclusions; (12) gather, collate & classify information about data, people or things; (13) handle routine & sensitive telephone, written & face-to-face contacts with employees, general public, private & government officials.

\*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/15/16
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<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Enterprise IT Contracting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006616  JOB CODE TITLE Computer Acquisition Analyst Supervisor  JOB CODE 64175	<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 SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR 17 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.      Report in location & work hours subject to change.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
15	Reviews, analyzes, evaluates & advises upper management on 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; identifies areas, plans, prepares & presents agency training on IT procurement.	<b>Knowledge of 1-7*</b> , (14) training practices & techniques; <b>Skill in 10</b> <b>Ability to 11, 12, 13</b>		
15	Contacts & meets with supplier technicians & sales representatives, multiple levels of agency personnel (e.g., high-level management & data processing technicians), interstate carriers & telephone companies to coordinate & provide information or to resolve technical problems on large computing projects: resolves issues in conjunction with OIT; reviews & approves contract terms, conditions & purchase documents; attends seminars & meetings as assigned; performs other duties as assigned.	<b>Knowledge of 1-7*</b> <b>Skill in 10</b> <b>Ability to 11, 12, 13</b>  *developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/15/16	