

<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 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 20075575 Deputy Director 5	
	<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 Administra- tive	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 location & work hours subject to change.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	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 & approves contract amendments in conjunction with OIT; supervises assigned staff (e.g., approves time & leave requests, administers discipline, evaluates performance); represents Deputy Director during absences; reports to State Emergency Operations (SEOC) as assigned to provide resource support & logistics for impacted areas; manages IT pre-approval & release & permit processes.	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) 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. Skill in (10) operation of personal computer & associated hardware/software (e.g., MS Word, Excel & PowerPoint) Ability to (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.		
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 <i>Jeffrey Westhonenka</i>	DATE 3/22/12	

Cpd 3-23-12 Jan

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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.		Knowledge of 1, 2*, 3, 4, 5, 6*, 7, (14) training practices & techniques; Skill in 10 Ability to 11, 12, 13	
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.		Knowledge of 1, 2*, 3, 4, 5, 6*, 7 Skill in 10 Ability to 11, 12, 13  *developed after employment.	
<b>JOB CODE</b> 64175	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  <i>Jeffrey Westhonen/cc</i>	
			DATE  3/22/12	

Appl 3-23-12 aw