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 20006617

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Computer Acquisition Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006602 Computer Acquisition Analyst Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type

Bargaining Unit 14

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

JOB CODE TITLE: Computer Acquisition Analyst 2

JOB CODE: 64172

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Reviews, analyzes, evaluates & approves requests from multiple state agencies to acquire data processing hardware, software, maintenance, education & consulting services for variety of data communication & telecommunication (e.g., PBX, IVR, ACD) technologies: provides technical assistance to state agencies, boards & commissions for data processing & telecommunication projects involving multiple computing disciplines (e.g., server architecture, middleware); assists office of information technology & agencies in determining planning & implementation schedules; assists with determining project deliverables, deliverable acceptance procedures, staffing levels, evaluation criteria & most appropriate evaluation process; determines most advantageous method for making procurement (e.g. ITB, ITB by Reverse Auction, RFP, STS); utilizes writing experience & project life cycle costing knowledge to create bidding documents (e.g. ITB, RFP) to acquire necessary systems &/or system components (e.g. hardware, software & consulting/integration services) for any/large computing systems; identifies suppliers capable of meeting experience & technical requirements; coordinates & schedules supplier conferences to discuss aspects of intended purchase (e.g. supplier representatives, Office of Information Technology, requesting agency); provides technical assistance & business responses to supplier inquiries using web-based system; acts as evaluation committee Chair; leads agency through evaluation process; identifies areas for clarification; develops clarification & correction documents that request written responses from suppliers under consideration; recommends selection of contract awardees on behalf of evaluation committee & customer agency; works with Office of Information Technology, customer agency & supplier to resolve contract compliance issues; reports to State Emergency Operations Center (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 & consulting & integration services; (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 resources & training; (8) purchasing authorities*; (9) State Emergency Operations Center Protocol* Skill in (10) operation of personal computer & associated software (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 action; (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: Jeffrey Westhoven/cc

DATE: 7/13/10

Appl 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 20006617

☐ 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 2	20006602 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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Upon request from Office of Information Technology, assist with evaluation of agencies' information technology plans: advises on new technologies available for replacement systems; provides detailed advantages & disadvantages of large variety of computing & telecommunication areas which vary in size & complexity; evaluates new products; reviews trade publications & attends demonstrations & seminars.	Knowledge of 1, 2, 3, 4, 5, 7, 8* Skill in 10*, 11, 12 Ability to 13, 14, 15
5	Interfaces with supplier technicians, sales representatives & multiple levels of state agency personnel (e.g., high-level management, data processing & telecommunications technicians), legal counsel, interstate carriers, telecommunication companies & utilities regarding technical feasibility, cost effectiveness & contract compliance on data communications & telecommunication projects: researches & provides information (e.g., detailed reports &/or presentations) on various computing & telecommunication technical areas. Performs 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 TITLE
Computer Acquisition Analyst 2

JOB CODE
64172

Appd 7.14.10 (aw)

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