

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Procurement Services

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Computer Acquisition Analyst 2

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

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	<p>Reviews, analyzes, evaluates &amp; approves requests from multiple state agencies to acquire data processing hardware, software, maintenance, education &amp; consulting services for variety of data communication &amp; telecommunication (e.g., PBX, IVR, ACD) technologies; provides technical assistance to state agencies, boards &amp; commissions for data processing &amp; telecommunication projects involving multiple computing disciplines (e.g., server architecture, middleware); assists office of information technology &amp; agencies in determining planning &amp; implementation schedules; assists with determining project deliverables, deliverable acceptance procedures, staffing levels, evaluation criteria &amp; most appropriate evaluation process; determines most advantageous method for making procurement (e.g. ITB, ITB by Reverse Auction, RFP, STS); utilizes writing experience &amp; project life cycle costing knowledge to create bidding documents (e.g. ITB, RFP) to acquire necessary systems &amp;/or system components (e.g. hardware, software &amp; consulting/integration services) for any/large computing systems; identifies suppliers capable of meeting experience &amp; technical requirements; coordinates &amp; schedules supplier conferences to discuss aspects of intended purchase (e.g. supplier representatives, Office of Information Technology, requesting agency); provides technical assistance &amp; 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 &amp; correction documents that request written responses from suppliers under consideration; recommends selection of contract awardees on behalf of evaluation committee &amp; customer agency; works with Office of Information Technology, customer agency &amp; supplier to resolve contract compliance issues.</p>	<p>Knowledge of (1) developing RFPs; (2) reviewing &amp; evaluating proposals; (3) contract terms &amp; conditions for acquisition of hardware, software &amp; consulting &amp; integration services; (4) project management/project life cycles; (5) multi-platform computer hardware, software &amp; communication systems analysis &amp; design; (6) state &amp; federal laws, rules &amp; regulations related to procurement*; (7) multiple application development approaches (e.g., traditional coding, code generators, waterfall, rapid application development) &amp; functionality, limitations &amp; advantages, maintenance &amp; support, cost availability of resources &amp; training; (8) purchasing authorities* Skill in (9) operation of personal computer &amp; associated software (e.g., database, spreadsheet, word processing, graphics, MS Project*, Omnicom*); (10) technical writing; (11) communicating technical &amp; non-technical writing information verbally &amp; in writing. Ability to (12) deal with many variables &amp; determine specific action; (13) develop complex reports &amp; position papers; (14) analyzing agency business needs &amp; proposing alternative solutions.</p> <p>* developed after employment.</p>

POSITION NUMBER  
20006646

JOB CODE TITLE  
Computer Acquisition Analyst 2

JOB CODE  
64172

apd 7-6-08 ax

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven, cc*

6/18/08

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15	Upon request form 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.
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Knowledge of 1, 2, 3, 4, 5, 7, 8\*  
Skill in 9\*, 10, 11  
Ability to 12, 13, 14

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. Other duties as assigned.
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Knowledge of 1, 2, 3, 4, 5, 7, 8\*  
Skill in 9\*, 10, 11  
Ability to 12, 13, 14

\*developed after employment.

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