

<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 20006646	<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 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006602 Computer Acquisition Analyst Supervisor	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type	Bargaining Unit 14  Page 1 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
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.

April 7-14-10 (aw)

JOB CODE TITLE  
Computer Acquisition Analyst 2  
  
 JOB CODE  
64172

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonenke</i>	DATE 7/13/10
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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

POSITION NUMBER  
20006646

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     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 14  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type    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.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhovensca*

7/13/10

JOB CODE TITLE  
Computer Acquisition Analyst 2

JOB CODE  
64172

*April 7-14-10 (aw)*