

# 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: State Purchasing Standards Analyst  
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005659 (15114.1) State Purchasing Procurement Manager

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION NUMBER  
20071939 (15124.0)

JOB CODE TITLE  
State Purchasing Standards Analyst

JOB CODE  
64534

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Conducts procurement activities in order to secure a wide range of goods &amp; services for state agencies: receives &amp; analyzes written requests from agencies; performs initial review of specifications &amp; other requirements of purchase &amp; recommends appropriate method of competitive selection &amp;/or recommendation for a Release &amp; Permit if the procurement cannot be made by DAS; conducts necessary research to insure that specifications &amp; related requirements correspond with current industry trends to insure that agency needs will be properly met &amp; to maximize competition among bidders; prepares formal bid documents using a personal computer incorporating terms, conditions &amp; other requirements required by law (e.g., FDA &amp; USDA regulations) &amp; DAS policies &amp; procedures to maximize chances for an effective award; reviews listings of registered &amp; recommended bidders who may have interest in bidding on purchase; responds to questions regarding bid or process that may arise; creates &amp; develops specifications for food commodities in conjunction with customer agencies; maintains manual of specifications, terms &amp; conditions related to purchase of foods in computer based electronic file formats.</p>	<p>Knowledge of (1) DAS &amp; state purchasing policies &amp; procedures (i.e., Ohio Revised Code, Ohio Administrative Code)*; (2) DAS/GSD government structure &amp; process*; (3) generally accepted procurement practices. Skill in (4) operation of personal computer &amp; office system software (e.g., MS Word, Excel); (5) use of Internet to extract information. Ability to (6) carry out detailed written or oral instructions; (7) deal with problems involving several variables; (8) apply principles to solve practical, everyday problems; (9) comprehend &amp; record figures accurately; (10) cooperate with co-workers on group projects; (11) handle sensitive inquiries from agencies &amp; general public; (12) maintain accurate records; (3) prepare meaningful, concise &amp; accurate reports; (4) use proper research methods in gathering data; (15) proofread technical materials recognized errors &amp; make corrections; (16) calculate fractions, decimals &amp; percentages.</p>
30	<p>Receives bid responses from Bid Desk &amp; performs all activities as required by law &amp; DAS policies &amp; procedures associated with evaluation of bid responses: compiles bid tabulations &amp; final contract documents on a personal computer; recommends contract award to lowest responsive &amp; responsible bidder &amp; forwards to supervisor for approval; prepares correspondence to notify bidders of contract awards, bid disqualifications &amp; related matters associated with procurement.</p>	<p>Knowledge of 1*, 2*, 3* Skill in 4, 5 Ability to 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

3/18/08

*apex 3-14-08 ak*

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15	Responds to Complaint to Vendor actions filed by customer agencies &/or contractors relating to contract performance &/or compliance matters: performs necessary research to validate basis for complaint & assists in negotiation of a resolution of issue between customer agency & contractor; responds to questions on procurement policies & procedures from customer agencies, bidders & general public; maintains a current working knowledge of industry/business & procurement trends through daily contacts & industry publications.	Knowledge of 1*, 2*, 3, (17) public relations Skill in 4, 5 Ability to 6, 7, 8, 9, 10, 11, 12, 13, 14
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10	Maintains records for procurement activity & provides reports as required. Utilizes personal computer or other electronic means to communicate with customer agencies, business community, & other governmental agencies on matters related to procurement of supplies & services. Other duties as assigned.	Knowledge of 1*, 2*, 3 Skill in 4, 5 Ability to 6, 7, 11, 12, 13, 14
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Training & Development Required to Remain in Class after Employment  
Must obtain & maintain certificate for Certified Public Professional Buyer (CPPB) as issued by Universal Public Purchasing Certification Council within three years of accepting position. Failure to obtain & maintain certificate is cause for removal.

\*developed after employment

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/aw*

3/18/08

app 374-08 ax