POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Procurement Services	Franklin

POSITION NUMBER
20074845

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Procurement Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.m. TO: 5:00p.m. Report in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Assists state agencies in developing Competitive Sealed Proposals (CSPs) for procurement of supplies & services: identifies & defines agency's needs through observation & interview of key personnel; determines size & scope & complexity of project & determines agency's ability to manage & support project; identifies additional areas to be considered in project life cycle; prepares specifications of CSP based on information obtained from agency; identifies vendors that can respond to vendor questions for clarification of contractual terms & conditions; evaluates vendor responses & recommends vendor selection; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	Knowledge of (1) Department of Administrative Services' state purchasing policies & procedures & Ohio laws & rules pertaining to procurement*; (2) business administration; (3) public relations; (4) management; (5) purchasing & procurement; (6) value & statistical analysis; (7) data collection & analysis; (8) project management; (9) State Emergency Operations Center*. Skill in (10) operation of personal computer & associated hard (e.g., Microsoft Word, Excel, Access, Outlook, PowerPoint); (11) use of calculator. Ability to (12) collect & analyze data; (13) assess customer needs; (14) evaluate customer ability to manage & support proposed project; (15) determine project size, scope & complexity; (16) identify & evaluate suitable vendors; (17) develop competitive seal proposal specifications; (18) prepare & maintain accurate records & reports; (19) handle routine & sensitive in-person, telephone & written contacts with customers, vendors sales representatives & other government personnel. *developed after employment.

JOB CODE TITLE
State Procurement Analyst

JOB CODE
64541

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Chris Selchja

DATE: 11/26/14

Apd 12.5.14 CC

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Procurement Services	Franklin

POSITION NUMBER 20074845

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Procurement Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ 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: 8:00a.m. TO: 5:00p.m. Report in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Ensures consistency & compliance with State of Ohio & National Institute of Governmental Purchasing (NIGP) policies & procedures: interfaces with vendors, sales representatives, multiple levels of agency personnel & legal counsel regarding feasibility & cost effectiveness of projects; coordinates meetings; prepares correspondence with vendors, attorneys & agency personnel; resolves problems between vendors & agencies; other duties as assigned. <u>Training & Development Required to Remain in Class After Employment:</u> Must obtain certified professional public buyer (CPPB) certification or equivalent within three (3) years of initial date of hire into the position. CPPB certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to obtain or maintain certification is cause for removal.	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 8 Skill in: 10, 11 Ability to: 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment.

JOB CODE TITLE: State Procurement Analyst

JOB CODE: 64541

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Chris Selchka

DATE: 11/26/14

Appd 12.5.14 (ca)