

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
IT Governance Division

UNIT OR OFFICE
Business Office

POSITION CONTROL NUMBER
60102.0

CLASS TITLE
Management Analyst Supervisor 2

CLASS NUMBER
63216

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Management Analyst Supervisor 2
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 60100.0 Fiscal Officer 3

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
35	Serves as agency Information Technology (IT) Research & Advisory Services (R&A) administrator for statewide technical research & advisory program (e.g. online IT advisory, technical support, analyst inquiry, technical product analysis); plans, directs & administers vendor contact; manages, monitors & coordinates contractors; develops surveys & makes contact with state agencies to determine utilization of R&A services; analyzes contract utilization surveys & input supplied by state agencies & develops metric reports showing R&A utilization. Analyzes value received for each contract by subscription service offered & develops metrics & cost comparison statistics. Serves as liaison between R&A contractors & state agencies for R&A services; prepares & negotiates contracts for R&A renewals. Develops & implements program policies & procedures.	Knowledge of (1) business management; (2) fiscal management; (3) contract & contractor management; Skill in (4) operation of personal computer & associated hardware/software (e.g., word processing, spreadsheets, databases). Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) deal with many variables & determine specific action; (7) maintain accurate records; (8) prepare meaningful, concise & accurate reports; (9) work well with other people.
35	Analyzes purchasing mechanisms & manages related procurement functions to provide best economy & efficiency in making purchases of hardware, software & services for IT Governance Division (ITGD); develops contracts when necessary & works in conjunction with legal staff as needed; develops controlling board requests & works with IT Service Delivery Division (ITSD) controlling board liaison for controlling board issues; develops scope of effort documents; ensures purchases follow guidelines & strategic direction of Department of Administrative Services (DAS), state controlling board directions & standards & ITGD strategic direction & goals. Serves as liaison between ITGD & other DAS sections in regard to procurement. Helps prepare budget & monitors budget expenditures & invoice processing relative to remaining allotments. Recommends & advises ITGD management staff of procurement matters & procedures.	Knowledge of 1, 2, (10) budget development, analysis, and oversight; (11) accounting; (12) office management; (13) Office of Budget & Management (OBM) structure & processes*; (14) purchasing mechanisms & related procurement functions. Skill in 4 Ability to 5, 6, 7, 8, 9, (15) calculate fractions, decimals & percentages.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mary F. Cusick

7/23/03

Apd 7-24-03 CB

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>Works with ITGD Assistant Director & other managers & administrators on hiring & personnel issues & actions. Serves as ITGD HR Coordinator for functions related to staff hiring & personnel; participates in hiring process; recommends & advises management staff on personnel matters & procedures.</p>	<p>Knowledge of 1, 12, (16) human resources functions & procedures; (17) state hiring structure & processes*. Skill in 4 Ability to 5, 6, 7, 8, 9</p> <p><u>Position Specific Minimum Qualifications</u> 36 mos. exp. or 36 mos. trg. managing & monitoring vendors & contracts including preparation, evaluation, utilization, analysis, and reporting;</p> <p>36 mos. exp. preparing, analyzing, monitoring, & reviewing multi-million dollar budgets;</p> <p>36 mos. exp. or 36 mos. trg. monitoring purchasing mechanisms & managing related procurement functions;</p> <p>24 mos. exp. or 24 mos. trg. in human resource functions (e.g. hiring, personnel issues and actions) & advising management on personnel issues.</p> <p>*developed after employment</p>

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DATE

Maury Cunnell

7/23/03