

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Investment & Governance Division

UNIT OR OFFICE  
Acquisition Management

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION: Computer Acquisition Analyst Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 60200.0 Computer Acquisition Manager

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

Page 1 of 3

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Supervises unit of computer acquisition analysts in reviewing, analyzing, evaluating &amp; approving Requests for Proposals (RFPS) to acquire data processing hardware, software, communication systems &amp; services, for all agencies within State of Ohio: assigns projects &amp; tasks to computer acquisition analysts to best utilize available resources; utilizes technical writing experience &amp; project lifecycle knowledge to review &amp; approve documents developed by computer acquisition analysts; analyzes agency business needs &amp; determines or proposes alternative project timeframes/ implementation schedules, project deliverables, deliverable acceptance procedures, staffing levels, payment structures, terms &amp; conditions, evaluation criteria &amp; most appropriate evaluation process; directs, coordinates &amp; monitors unit activities; evaluates work performance to ensure efficiency &amp; compliance with department &amp; computing industry standards; sets priorities for large, complex, technical problems that involve multi-platform systems, multiple agency interfaces &amp; conflicting regulations; develops &amp; implements unit policies, procedures &amp; standards; participates in budget preparation &amp; fiscal control; provides on-the-job training &amp; plans formal training of staff; participates in resolution of contract disputes after contract award; works with state agencies &amp; Department of Administrative Services Chief Legal Counsel to resolve outstanding contractual issues; reviews &amp; approves contract amendments; evaluates agencies' long-range IT plans; represents manager during absences.</p>	<p>Knowledge of (1) reviewing, analyzing, evaluating &amp; approving formal requests for proposals (RFPs); (2) large complex data processing hardware, software, education, consulting services &amp; maintenance for multi-platform systems; (3) purchasing/procurement process &amp; documentation for complex data processing hardware, software &amp; consulting services; (4) contract terms &amp; conditions for acquisition of hardware, software &amp; consulting/ integration services; (5) project management/project lifecycles; (6) budget preparation &amp; fiscal control; (7) employee training &amp; development; (8) supervision principles; (9) agency policies &amp; procedures*; (10) government structure &amp; process*; (11) multi-platform computer hardware, software &amp; communication systems analysis &amp; design; (12) purchasing authorities. Skill in (13) technical writing; (14) communicating technical &amp; non-technical information verbally &amp; in writing; (15) operation of personal computer &amp; associated software (e.g., database, spreadsheet, word processing, graphics). Ability to (16) deal with many variables &amp; determine specific action; (17) develop complex reports &amp; position papers; (18) determine project viability; (19) define problems, collect data, establish facts &amp; draw valid conclusions; (20) interpret a variety of technical material in books,</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

60210.0 Comp Acq Anl 3  
60219.0 Comp Acq Anl 2  
60234.0 Comp Acq Anl 1

SIGNATURE OF AGENCY REPRESENTATIVE: *W. F. ...*

DATE: 11-22-86

Apd 11-28-86 CB

POSITION CONTROL NUMBER 60208.0

CLASS TITLE Computer Acquisition Analyst Supervisor

CLASS NUMBER 64175

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
60200.0 Computer Acquisition Manager

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
25	<p>Contacts &amp; meets with vendor technicians &amp; sales representatives, multiple levels of agency personnel (e.g., high-level management &amp; data processing technicians), Office of Budget &amp; Management regarding technical feasibility &amp; cost effectiveness, media, special interest groups &amp; lobbyists, interstate carriers &amp; telephone companies to coordinate &amp; provide information or to resolve technical problems on large computing projects: evaluates new hardware &amp; software &amp; communication systems for applicability to state's strategic data processing direction; reviews &amp; approves contract terms &amp; conditions &amp; purchase documents; provides detailed written &amp; verbal technical information &amp; makes recommendations on advantages &amp; disadvantages of large variety of computing areas that vary in size &amp; complexity (e.g., system software from multiple vendors for specific mainframes, spreadsheets or monitors for personal computers).</p>	<p>journals &amp; manuals; (21) proofread technical documents, recognize errors &amp; edit for publication; (22) gather, collate &amp; classify information about data, people or things; (23) establish friendly atmosphere as supervisor of work unit; (24) analyze agency business needs &amp; propose alternative solutions; (25) determine appropriate procurement methods; (26) direct, coordinate &amp; monitor unit activities; (27) determine staffing &amp; work assignments to best utilize available human resources; (28) interpret &amp; apply strategic plans to agency business needs; (29) establish &amp; sustain beneficial business relationships; (30) handle sensitive inquiries from &amp; contacts with officials &amp; general public; (31) resolve complaints from angry citizens &amp; government officials.</p> <p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9*, 10*, 11, 12; Skill in 13, 14, 15 Ability to 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER  
60208.0

CLASS TITLE  
Computer Acquisition Analyst Supervisor

CLASS NUMBER  
64175

List Position Numbers and Class Titles of Positions Directly Supervised:

- 60210.0 Comp Acq Anl 3
- 60219.0 Comp Acq Anl 2
- 60234.0 Comp Acq Anl 1

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

11-22-88

Apd 11-28-86 CB

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25	<p>Reviews, analyzes &amp; evaluates requests from multiple agencies to acquire large, complex data processing hardware, software, education, consulting services &amp; maintenance for multi-platform systems based on industry standards, emerging technologies &amp; strategic direction of state: reviews state agency requests for potential cost savings; determines technical requirements for new hardware, software &amp; communication systems &amp; modifications, enhancements or upgrades to existing systems based on size, scope &amp; level of complexity of agency's requests; reviews agency communication requests in terms of merit, cost effectiveness, agency utilization &amp; strategic plan consistency in order to determine appropriate acquisition action.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 7, 8, 9*, 10*, 11, 12; Skill in 14, 15 Ability to 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31.</p> <p><u>Position Specific Minimum Qualifications</u> 36 mos. exp. or 36 mos. trg. in procurement.</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER  
60208.0

CLASS TITLE  
Computer Acquisition Analyst Supervisor

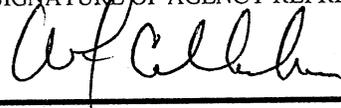
CLASS NUMBER  
64175

*App'd 11-28-06 CB*

List Position Numbers and Class Titles of Positions Directly Supervised:

- 60210.0 Comp Acq Anl 3
- 60219.0 Comp Acq Anl 2
- 60234.0 Comp Acq Anl 1

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

11-28-06