100-600U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Acquisition Management

POSITION CONTROL NUMBER
60212.0

CLASS TITLE
Computer Acquisition Analyst 3

CLASS NUMBER
64173

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60230.0 Computer Acquisition Analyst Supervisor

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
20	Leads team of lower-level Computer Acquisition Analysts in reviewing, analyzing & evaluating requests from multiple state agencies to acquire data processing hardware, software, maintenance, education & consulting services for variety of computing & telecommunication technologies: provides technical assistance to state/county agencies, boards & commissions for complex data processing projects involving large number of technical variables (e.g., multiple computing platforms, multiple agency interfaces, extensive conversion efforts, newly developed & unique technologies); identifies & defines agency's business needs & technical requirements for new hardware, software & communication systems, modifications, enhancements, or upgrades to existing systems through observation & interviews of key personnel; determines size, scope & complexity of project; assesses agency's knowledge of current & future requirements to determine if analysis is needed in other areas of agency's systems; determines regulating authorities (e.g., federal & state); determines agency's ability to support requested hardware &/or software; & identifies additional areas to be considered (e.g., support personnel, ongoing maintenance costs); assists agency in determining project viability.	Knowledge of (1) preparing, reviewing & evaluating RFPs; (2) contract terms & conditions for acquisition of hardware, software & consulting/integration services; (3) project management/project life cycles; (4) multi-platform computer hardware, software & communication systems analysis & design; (5) multiple computing platforms; (6) interviewing; (7) contract negotiation & compliance review; (8) multiple application development approaches (e.g., traditional coding, code generators, waterfall, rapid application development) & functionality, limitations & advantages, maintenance & support, cost, availability of resources & training; (9) purchasing authorities; (10) analyzing agency business needs & proposing alternative solutions; (11) interpreting & applying strategic plans to agency business needs. Skill in (12) operation of personal computer & associated software (e.g., Microsoft Office products, MS Project*, MS Project Server*, Omnicom*); (13) technical writing; (14) communicating technical & non-technical information verbally & in writing. Ability to (15) deal with many variables & determine specific action; (16) develop complex reports & position papers; (17) determine project viability. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
11-22-06

Appd 11-29-06 CB

100-600U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance

UNIT OR OFFICE
Acquisition Management

POSITION CONTROL NUMBER
60212.0

CLASS TITLE
Computer Acquisition Analyst 3

CLASS NUMBER
64173

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60230.0 Computer Acquisition Analyst Supervisor

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
50	Serves as project manager: reviews project business plan; travels to attend meetings; determines appropriate computing/telecommunication technologies, cost effectiveness, agency utilization & consistency with strategic direction & infrastructure of State of Ohio; determines project time-frames/implementation schedule, project deliverables, deliverable acceptance procedures, staffing levels, payment structures, evaluation criteria & most appropriate evaluation process, creates & updates project plan, enters & updates project information in database; identifies vendors capable of meeting experience & technical requirements; coordinates, schedules & chairs vendor conferences which include members of the vendor community, requesting agency and media; provides technical & business responses to vendor inquiries using a web-based system & technical writing skills; rom information gathered, utilizes technical writing experience & project life cycle knowledge to create Request for Proposal to acquire necessary system &/or system components (e.g., hardware, software & consulting/integration services) for large complex computing systems; acts as evaluation team lead; leads agency through evaluation process; identifies areas of clarification; develops complex clarification & correction documents requesting written responses from vendors under consideration; coordinates & participates in negotiation process & assists in preparation of requests for best & final offer; recommends selection on behalf of evaluation team & customer agency; participates in the resolution of contract disputes after contract award; works with state agencies & Department of Administrative Services Chief Legal Counsel to resolve outstanding contractual issues; works with other Office of Information Technology (OIT) program areas (e.g., Enterprise Planning & Project Management; Statewide IT Policy; Service Delivery Division) to ensure IT governance, investment and planning strategies are being met; reviews & recommends approval of contract amendments.	Knowledge of 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 Skill in 12*, 13, 14 Ability to 15, 17 *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
11-22-11

Apd 11-29-06 CB

100-600U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Acquisition Management

POSITION CONTROL NUMBER
60212.0

CLASS TITLE
Computer Acquisition Analyst 3

CLASS NUMBER
64173

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60230.0 Computer Acquisition Analyst Supervisor

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
20	Reviews, evaluates & recommends approval of terms & conditions & complex technical specifications produced by lower-level acquisition analysts based on agency's individual technical requirements, current economy & knowledge of the competition available in the marketplace: evaluates new hardware &/or software performance; performs post implementation & contractual reviews; reviews current procedures/policies & makes recommendations for improvement; prepares, schedules & provides training on acquisition processes & techniques for vendors & state agencies; reviews state agency requests for potential cost savings; provides detailed technical information & makes recommendations on advantages & disadvantages of large variety of data processing areas that vary in size & complexity (e.g., mainframe software from multiple vendors, resulting services, server architecture, network requirements, peripherals for personal computers).	Knowledge of 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 Skill in 12, 13, 14 Ability to 15, 17
10	Recommends approval of & processes state agencies' Release & Permit requests during peak times for a variety of elementary computing & telecommunication hardware, software, education, consulting services, & maintenance: determines proper purchasing authority; ensures compliance with federal & state purchasing regulations & contracts regarding terms & conditions; ensures conformance to Office of Information Technology (OIT) governance, including IT policies & standards; interfaces with vendor technicians, sales representatives, upper management & multiple levels of state agency personnel (e.g., high-level management, data processing technicians, Office of Budget & Management, legal counsel) regarding technical feasibility, cost effectiveness & contract compliance; develops & provides information in response to media requests; meets with special interest groups & lobbyists; works with interstate carriers & telephone companies to coordinate & provide information on large telecommunication projects; maintains contact with agencies to determine status of future projects; consults with management personnel to solve complex computing & telecommunication problems.	Knowledge of 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 Skill in 12, 13, 14 Ability to 15, 17 <u>Position Specific Minimum Qualifications</u> 36 mos. exp. preparing, writing & reviewing Requests for Proposals (RFPs); 36 mos. exp. evaluating RFP proposal responses & vendor proposals; 36 mos. exp. in technical writing; 12 mos. exp. evaluating contract terms/conditions for hardware, software & consulting/integration services; 24 mos. exp. in project management/ project life cycles. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
11-22-06

Qpd 11-29-06 CB