

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 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60240.0 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
60	<p>Reviews, analyzes, evaluates & approves requests from multiple state agencies to acquire data processing hardware, software, maintenance, education & consulting services for variety of computing & telecommunication (e.g., PBX, IVR, ACD) technologies; provides technical assistance to state agencies, boards & commissions for data processing & telecommunication projects involving multiple computing disciplines (e.g., server architecture, middleware); performs needs assessment & feasibility studies of users operations (e.g., identifies & defines agency's computing & telecommunication business needs & technical requirements through observation & interviews of key personnel); determines size, scope & complexity of project; assesses agency's knowledge of current & future computing & telecommunication needs to determine if analysis is needed in other areas of agency's systems; 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 planning & implementation schedules; with guidance from senior analysts, serves as project manager (e.g., reviews project business plan, travels to attend meetings with customer agencies, determines appropriate computing & telecommunication technologies, cost effectiveness, agency utilization & consistency with strategic direction & infrastructure of State of Ohio; determines project deliverables, deliverable acceptance procedures, staffing levels, payment structures, evaluation criteria & most appropriate evaluation process, creates & updates project plan using Microsoft Project software, enters & updates Omnicom project information); from information gathered, utilizes technical writing experience & project life cycle knowledge to create Request for Proposals & Invitations to Bid to acquire necessary systems &/or system components (e.g., hardware, software & consulting/integration services) for large complex computing systems; identifies vendors capable of meeting experience & technical requirements; coordinates & schedules vendor conferences which include members of vendor community, requesting agency & the media; provides technical assistance & business responses to vendor inquiries using a web-based system & technical writing skills; acts as evaluation committee chairman; leads agency through evaluation process; with assistance of senior analysts,</p>	<p>Knowledge of (1) developing RFPs; (2) reviewing & evaluating proposals; (3) contract terms & conditions for acquisition of hardware, software & consulting & integration services; (4) project management/project life cycles; (5) multi-platform computer hardware, software & communication systems analysis & design; (6) state & federal laws, rules & regulations related to procurement*; (7) multiple application development approaches (e.g., traditional coding, code generators, waterfall, rapid application development) & functionality, limitations & advantages, maintenance & support, cost, availability of resources & training; (8) purchasing authorities*; Skill in (9) operation of personal computer & associated software (e.g. database, spreadsheet, work processing, graphics, MS Project*, Omnicom*); (10) technical writing; (11) communicating technical & non-technical writing information verbally & in writing. Ability to (12) deal with many variables & determine specific action; (13) develop complex reports & position papers; (14) analyzing agency business needs & proposing alternative solutions.</p>

POSITION CONTROL NUMBER
60226.0

CLASS TITLE
Computer Acquisition Analyst 2

CLASS NUMBER
64172

Upd 11-28-06 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

11-27-06

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 60226.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Computer Acquisition Analyst 2	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 60240.0 Computer Acquisition Analyst Supervisor		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
		identifies areas of clarification; develops clarification & correction documents that request written responses from vendors under consideration; recommends selection on behalf of evaluation committee & customer agency.		
	25	Evaluates agencies' information technology plans: advises multiple state agencies on new technologies available for replacement systems; outlines timeframes based on availability of funds & technology; provides detailed advantages & disadvantages of large variety of computing & telecommunication areas which vary in size & complexity for all state agencies; ensures consistency & compliance with state policies & strategies; evaluates new products; reviews trade publications & attends demonstrations & seminars.	Knowledge of 1, 2, 3, 4, 5, 7, 8 Skill in 9, 10, 11 Ability to 12, 13, 14, (15) interpret & apply strategic plans to agency business needs.	
	15	Interfaces with vendor technicians, sales representatives & multiple levels of state agency personnel (e.g., high-level management, data processing & telecommunications technicians), Office of Budget & Management, legal counsel, interstate carriers, telecommunication companies & utilities regarding technical feasibility, cost effectiveness & contract compliance on large computing & telecommunication projects: researches & provides information (e.g., detailed reports &/or presentations) on various computing & telecommunication technical areas for media, special interest groups & lobbyists.	Knowledge of 1, 2, 3, 4, 5, 7, 8 Skill in 9, 10, 11 Ability to 12, 13, 14 <u>Position Specific Minimum Qualifications</u> 24 mos. exp. preparing, writing & reviewing Requests for Proposals (RFPs) or similar procurement related documents; 24 mos. exp. evaluating RFPs &/or vendor proposals; 24 mos. exp. in technical writing; 6 mos. exp. evaluating contract terms/ conditions for hardware, software & consulting/integration services; 12 mos. exp. in project management/ project life cycles.	
CLASS TITLE Computer Acquisition Analyst 2	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
CLASS NUMBER 64172			DATE 11-22-01	

April 11-28-06 CB