

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
IT Governance Division

UNIT OR OFFICE
Acquisition Management

POSITION CONTROL NUMBER
60230.0

CLASS TITLE
Computer Acquisition Analyst Supervisor

CLASS NUMBER
64175

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Computer Acquisition Analyst Supervisor 60206.0 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
50	<p>Supervises unit of computer acquisition analysts in reviewing, analyzing, evaluating & approving Requests for Proposals (RFPs) to acquire data processing hardware, software, communication systems & services, for all agencies within the state. Assigns projects & tasks to computer acquisition analysts to best utilize available resources; utilizes technical writing experience & project lifecycle knowledge to review & approve documents developed by computer acquisition analysts. Analyzes agency business needs & determines or proposes alternative project timeframes/implementation schedules, project deliverables, deliverable acceptance procedures, staffing levels, payment structures, terms & conditions, evaluation criteria & most appropriate evaluation process. Directs, coordinates & monitors unit activities: evaluates work performance to ensure efficiency & compliance with department & computing industry standards; sets priorities for large, complex, technical problems that involve multi-platform systems, multiple agency interfaces & conflicting regulations; develops & implements unit policies, procedures & standards; participates in budget preparation & fiscal control; provides on-the-job training & plans formal training of staff; participates in resolution of contract disputes after contract award; works with state agencies & DAS Chief Legal Counsel to resolve outstanding contractual issues; reviews & approves contract amendments; evaluates agencies' long-range IT plans; represents manager during absences.</p>	<p>Knowledge of (1) reviewing, analyzing, evaluating & approving formal requests for proposals (RFPs); (2) large complex data processing hardware, software, education, consulting services & maintenance for multi-platform systems; (3) purchasing/procurement process & documentation for complex data processing hardware, software & consulting services; (4) contract terms & conditions for acquisition of hardware, software & consulting/ integration services; (5) project management/project lifecycles; (6) budget preparation & fiscal control; (7) employee training & development; (8) supervision principles; (9) agency policies & procedures*; (10) government structure & process*; (11) multi-platform computer hardware, software & communication systems analysis & design; (12) purchasing authorities. Skill in (13) technical writing; (14) communicating technical & non-technical information verbally & in writing; (15) operation of personal computer & associated software (e.g., database, spreadsheet, word processing, graphics). Ability to (16) deal with many variables & determine specific action; (17) develop complex reports & position papers; (18) determine project viability; (19) define problems, collect data, establish facts & draw valid conclusions; (20) interpret a variety of technical material in books,</p>

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

60232.0 Computer Acquisition Analyst 1

SIGNATURE OF AGENCY REPRESENTATIVE

MF Carroll

DATE

7/23/03

App'd 7-24-03 CB

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60206.0 Computer Acquisition Manager

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	<p>Reviews, analyzes & evaluates requests from multiple agencies to acquire large, complex data processing hardware, software, education, consulting services & maintenance for multi-platform systems based on industry standards, emerging technologies & strategic direction of state; reviews state agency requests for potential cost savings; determines technical requirements for new hardware, software & communication systems & modifications, enhancements or upgrades to existing systems based on size, scope & level of complexity of agency's requests; reviews agency communication requests in terms of merit, cost effectiveness, agency utilization & 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. reviewing, analyzing, evaluating & approving formal Requests for Proposal (RFPs);</p> <p>36 mos. exp. or 36 mos. trg. reviewing contract terms & conditions &/or purchase documents for complex data processing hardware, software & consulting services;</p> <p>36 mos. exp. or 36 mos. trg. in technical writing;</p> <p>36 mos. exp. or 36 mos. trg. determining appropriate procurement method based on factors such as cost effectiveness, project timeframes, size, scope & complexity of procurement;</p> <p>36 mos. exp. or 36 mos. trg. in project management/project lifecycles.</p> <p>*developed after employment</p>

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SIGNATURE OF AGENCY REPRESENTATIVE

M. F. Cawell

DATE

7/23/03

App 7-24-03 CB