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
60234.0

CLASS TITLE
Computer Acquisition Analyst 1

CLASS NUMBER
64171

☒ 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
60	Under general supervision, reviews & evaluates data processing hardware & software for agencies with elementary data processing requirements & assists higher-level acquisition analysts in determining correct system configurations & requirements for new & existing project related hardware, software, education, consulting services & maintenance systems: under guidance of senior acquisition analysts evaluates, approves & processes state agencies' requests for a variety of elementary computing & telecommunication hardware, software, education, consulting services & maintenance; determines proper purchasing authority; ensures compliance with federal & state regulations & contracts regarding terms & conditions to purchase; ensures conformance to Office of Information Technology (OIT) governance, including IT policies & standards; assists higher-level analysts in determining most cost effective method for acquisition of data processing hardware, software & services; performs post-implementation reviews for newly installed systems; determines performance level of vendor, hardware, software, services & compliance with specifications of contract; uses communication skills to assist higher-level analysts in performing needs analysis (e.g., identifies & defines agency's computer automation needs & technical requirements through observation & interviews of key personnel; determines size, scope & complexity of problem; assesses agency's level of planning for current & future computer automation needs; determines federal &/or state regulating authorities; determines interfaces required with internal systems &/or external mainframe systems); uses technical writing skills to draft technical requirements for entry-level computing & communication systems & modifications for higher-level analysts' review & approval. Manages project life cycle of elementary acquisition projects; works with other OIT program areas (Enterprise Planning & Project Management; Statewide IT Policy; Service Delivery Division) to ensure that IT governance, investment and planning strategies are being met.	Knowledge of (1) fractions, decimals & percentages; (2) computer hardware, software & communication systems; (3) agency computer services procurement procedures*; (4) project management/project life cycles; (5) purchasing authorities*. Skill in (6) operation of personal computers & associated software (e.g., spreadsheets, word processing, database); (7) technical writing; (8) communicating technical & non-technical information verbally & in writing. Ability to (9) apply principles to solve practical, everyday problems; (10) interpret technical material in books, journals & manuals; (11) write routine business letters, evaluations & records following standard procedures; (12) move hands/fingers easily to operate computer terminal. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
6-5-06

Appd 6-13-06 CB

100-600U

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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	Develops skills in researching, evaluating & recommending technical information in at least two specific computing &/or telecommunication areas (e.g., local area networks, PBX, ACE, IVR, personal computer software, PC/server hardware, Imaging): provides advice & recommends equipment & software to agencies in areas of expertise; shadows senior acquisition analysts on very complex projects to further develop & enhance technical writing, verbal communication & project management/project lifecycle abilities & to enable successful & effective development of RFPs/ITBs & management of procurement lifecycle (e.g., development, release, inquiry, evaluation, award, post award) for increasingly more difficult projects.	Knowledge of 1, 2, 3*, 4 Skill in 6, 7, 8 Ability to 9, 10, 11, 12
15	Performs other related duties as required: reviews state term schedules; solicits informal telephone bids; solicits additional justification & documentation from agencies regarding routine computing & telecommunication purchase requests; resolves vendor quotations, state term schedule product & service conflicts (i.e., includes terms, conditions, products & pricing); reviews state agency requests for potential cost savings; writes routine technical correspondence; maintains & updates files & records on all actions; attends seminars, lectures & vendor demonstrations to maintain awareness of new technical offerings in data processing industry for incorporation into acquisition consideration.	Knowledge of 1, 2, 3*, 4, 5* Skill in 6, 7, 8 Ability to 8, 10, 11, 12

Position Specific Minimum Qualifications
12 mos. exp. in technical writing
6 mos. exp. in project management/ project life cycle.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
6-5-06

Upd 6-13-06 CB