

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Investment & Governance Division

UNIT OR OFFICE  
Contract Management

State Agency     County Agency     New     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Computer Acquisition Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
60500.0 Data Systems Administrator

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	Reviews, analyzes, & approves requests for acquisition of data processing hardware, software, consulting services & maintenance for all state agencies & local governments: determines contractual requirements for new hardware, software & communication systems &/or modifications, enhancements or upgrades to existing hardware & services; evaluates IT contracts & related documents; provides technical assistance to state & local government agencies for data processing projects which involve large numbers of technical variables (e.g., multiple computing platforms, multiple agency interfaces, conversion efforts, newly developed/unique technologies); analyzes data processing procurement documents for merit & cost effectiveness; assists in development & implementation of section policies, procedures & standards; acts as liaison between agencies, vendors & Office of Budget & Management regarding contractual feasibility & cost effectiveness of computer systems acquisition; maintains contact with agencies to determine status of on-going or future projects; consults with management personnel to solve complex data processing problems.	Knowledge of (1) computer science/data processing; (2) computer systems analysis & design; (3) computer hardware, software & communication systems; (4) information systems acquisition procedures & fiscal controls*; (5) agency/division policies & procedures*; (6) project management; (7) technical writing; Skill in (8) operation of microcomputers, peripheral equipment & associated software (e.g., MS Office); (9) developing, evaluating & negotiating IT contracts for hardware, software & IT services. Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) interpret variety of technical material in books, journals, manuals & audiovisual form; (12) deal with many variables & determine specific action; (13) prepare meaningful, concise & accurate reports; & (14) communicate verbally & in writing on technical & non-technical matters.
40	Participates in evaluating, developing, negotiating & administering IT contracts (e.g., mainframe & client server) & related documents for computer-based software, hardware, & services: works closely with program administrators & vendors to negotiate terms & conditions; writes contract modifications to state standards to meet vendors' requirements; works with internal staff to prepare & revise legally binding contract language; drafts technical correspondence & other related documents (e.g., contract amendments, vendor notices, addenda, software licenses) for inter-office & external use; provides technical guidance & assistance to staff pertaining to state's IT platform compliance with state & federal laws/regulations; utilizes project management methodologies & software (e.g., MS Project) to monitor progress of contract projects.	Knowledge of 1, 2, 3, 4, 5, 6*, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14,  *developed after employment

POSITION CONTROL NUMBER  
60524.0

CLASS TITLE  
Computer Acquisition Analyst 2

CLASS NUMBER  
64172

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3-29-06

App 4-24-06 CB

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Office of Information Technology
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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Minimum Acceptable Characteristics</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">15</td> <td style="vertical-align: top;">                             Monitors &amp; tracks vendor performance against service level requirements &amp; vendor compliance: tracks vendor performance against requirements; ensures accurate &amp; timely turn-around of requests for release &amp; permit, vendor information needs, &amp; resolution of complaints; assists Acquisitions Management staff in researching &amp; expediting requests for release &amp; permit; provides technical advice &amp; assistance to agencies, vendors and legal staff (e.g., policies &amp; procedures, statutory requirements for terms &amp; conditions, issuance of release &amp; permits).                         </td> <td style="vertical-align: top;">                             Knowledge of 1, 2, 3, 4, 5, 6*, 7*, (15) computerized records management systems; Skill in 8; 9 Ability to 10, 11, 12, 13, 14.                         </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">15</td> <td style="vertical-align: top;">                             Develops &amp; maintains database of IT vendors &amp; vendor computer-related business dealings with the state: provides status information to vendors &amp; agencies on requested acquisitions; maintains &amp; updates Contract Management Unit information on State Procurement web site; maintains Contract Management software; assists with development, enhancement, modification or rewrite of any computerized records management system that includes version control of boiler-plate language for IT related contracts, schedules, RFPs, &amp; definition of IT products, services, &amp; IT positions; monitors vendor compliance; responds to vendors' questions; ensures consistency &amp; compliance with Service Delivery Division's policies &amp; strategies.                         </td> <td style="vertical-align: top;">                             Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 15 Skill in 8, 9 Ability to 10, 11, 12, 14                         </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">5</td> <td style="vertical-align: top;">                             Performs other related duties as required: serves as liaison between vendors &amp; agency: speaks at vendor information meetings on agency IT contract processes &amp; procedures; reviews trade publications &amp; attends vendor demonstrations/seminars.                         </td> <td style="vertical-align: top;">                             Knowledge of 1, 2, 3, 4, 5, 6*, 7* Skill in 8, 9 Ability to 10, 11, 12, 14, (16) develop &amp; deliver presentations.                         </td> </tr> <tr> <td colspan="2"></td> <td style="padding: 5px;"> <u>Position Specific Minimum Qualifications</u>                              24 mos. exp. in writing technical IT documents (e.g., contracts &amp; amendments, vendor notices, software licenses, contract addenda);                              12 mos. exp. in project management;                              12 mos. exp. in evaluating IT contracts &amp;/or related documents.                         </td> </tr> <tr> <td colspan="2"></td> <td style="padding: 5px;">                             *developed after employment                         </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	15	Monitors & tracks vendor performance against service level requirements & vendor compliance: tracks vendor performance against requirements; ensures accurate & timely turn-around of requests for release & permit, vendor information needs, & resolution of complaints; assists Acquisitions Management staff in researching & expediting requests for release & permit; provides technical advice & assistance to agencies, vendors and legal staff (e.g., policies & procedures, statutory requirements for terms & conditions, issuance of release & permits).	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