

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
State Procurement Analyst

**SERIES NO.:**  
6454

**MAJOR AGENCIES:**  
Administrative Services only

**EFFECTIVE DATE:**  
02/26/2012

**SERIES PURPOSE:**

The purpose of the state procurement series is to provide centralized services for all activities related to the competitive sealed proposal (i.e., CSP) process as outlined by Section 125.071 of the Ohio Revised Code.

Incumbents assist state agencies in developing their competitive documents for non-data processing and non-telecommunications procurements.

**CLASS TITLE:**  
State Procurement Analyst

**CLASS NUMBER:**  
64541

**EFFECTIVE DATE:**  
03/07/2004

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of business, public administration, management, engineering, science or comparable field, purchasing/procurement, value analysis, statistical analysis & project management in order to assist state agencies in developing competitive sealed proposal documents for non-data processing & non-telecommunications procurements, conduct analysis of agency's needs, ability to manage proposed project & value analysis of proposals, prepare competitive procurement specifications, identify & evaluate potential vendor, & recommend vendor selection.

<b>CLASS TITLE:</b> State Procurement Analyst	<b>CLASS NUMBER:</b> 64541	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists state agencies in developing their competitive sealed proposal (i.e., CSP) documents for non-data processing & non-telecommunications procurements, assesses & defines agency's needs through observation & interviews of customer's key personnel, determines size, scope & complexity of proposed project & agency's ability to manage & support proposed project, identifies additional areas to be considered in proposed project life cycle, prepares CSP specifications, identifies & conducts pre-proposal & offer conferences of potential vendors, evaluates vendor responses, & recommends vendor selection.

Ensures compliance of customer agencies & vendors with state & national institute of government purchasing guidelines (i.e., NGIP) policies & procedures; interfaces with vendors, sales representatives, persons at multiple levels of agency, personnel & legal counsel regarding feasibility & cost effectiveness of projects; attends &/or coordinates meetings; operates personal computer to enter, retrieve, &/or edit data & originate required documents & correspondence; resolves issues/concerns/complaints between vendors & state agencies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of DAS' state purchasing policies & procedures & Ohio laws & rules pertaining to procurement\*; business, public administration, management, engineering, science or comparable field; purchasing/procurement; value analysis; statistical analysis; data collection & analysis; project management. Skill in operation of personal computer & office system software & calculator\*. Ability to collect & analyze data, assess customer needs, evaluate customer's ability to manage & support proposed project, determine project size, scope & complexity & identify & evaluate suitable vendors; develop competitive sealed proposal specifications; originate & maintain required records & reports; handle routine & sensitive in-person, telephone & written contacts with customers, vendors, sales representatives & other governmental personnel.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core coursework in business, public administration, management, engineering, science or comparable field; 2 yrs. exp. in purchasing/procurement, data collection & analysis, value analysis, evaluation of vendor proposals/responses & project management. Must be able to become certified professional public buyer within 3 years from initial date of hire into position.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must obtain certified professional public buyer (CPPB) certification or equivalent within three (3) years of initial date of hire into the position. CPPB certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to obtain or maintain certification is cause for removal.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; possible short deadlines; possible frequent interruptions when dealing with multiple contracts.