STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Computer Acquisition Analyst	SERIES NO.: 6417
	MAJOR AGENCIES: Administrative Services, Job & Family Services	EFFECTIVE DATE: 02/18/2018

SERIES PURPOSE: The purpose of the computer acquisition analyst occupation is to ensure that state/county agencies receive the most efficient computer resources for the most cost effective price.

At the lower levels, incumbents review & analyze agency requests for data processing hardware, software & communication equipment & services.

At the middle level, incumbents review & analyze requests for large complex data processing hardware, software & communication systems for large agencies.

At the higher level, incumbents supervise computer acquisition activities.

Note: This class series is reserved for agencies that purchase computer equipment for agencies in other political jurisdictions or other state agencies.

CLASS TITLE: Computer Acquisition Analyst 1   **CLASS NUMBER**: 64171

EFFECTIVE DATE: 03/07/2004

CLASS CONCEPT: The developmental level class works under general supervision & requires working knowledge of computer science field, agency procurement methods & computer hardware systems in order to review & evaluate data processing hardware, software for agencies with elementary data processing requirements & assist higher-level acquisition analysts in determining requirements for new systems for all state agencies or county departments of job & family services, children services boards & child support enforcement agencies on multiple types of computer hardware, software & emerging technologies & in determining proper purchasing authority for each request.

CLASS TITLE: Computer Acquisition Analyst 2   **CLASS NUMBER**: 64172

EFFECTIVE DATE: 03/07/2004

CLASS CONCEPT: The full performance level class works under general supervision & requires considerable knowledge of multiple disciplines in computer science & computer hardware & software systems in order to review, analyze & approve requests for data processing equipment & software services from multiple state agencies or county departments of job & family services, children services boards & child support enforcement agencies.

CLASS TITLE: Computer Acquisition Analyst 3   **CLASS NUMBER**: 64173

EFFECTIVE DATE: 03/07/2004

CLASS CONCEPT: The advanced level class works under direction & requires thorough knowledge of computer science & multiple facets of computer hardware, software & communication systems in order to lead team of lower-level acquisition analysts in reviewing, evaluating & approving requests for large complex data processing equipment, software, communication, office automation systems & contract services for multiple state agencies or county departments of job & family services, children services boards & child support enforcement agencies.

CLASS TITLE: Computer Acquisition Analyst Supervisor   **CLASS NUMBER**: 64175

EFFECTIVE DATE: 03/07/2004

CLASS CONCEPT: The supervisory level class works under general direction & requires thorough knowledge of computer science & multiple platforms of computer hardware & software in order to supervise unit of acquisition analysts in reviewing, analyzing & recommending data processing equipment, software & contract services for all state agencies or county departments of job & family services, children services boards & child support enforcement agencies.

CLASS TITLE: Computer Acquisitions Analyst 1	CLASS NUMBER: 64171	BARGAINING UNIT: 14

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.)
Reviews & evaluates data processing hardware & software for agencies with elementary data requirements & assists higher-level acquisition analysts in determining correct system configurations & requirements for new & existing hardware, software & communication systems for agencies with elementary hardware, software & communication requirements, under guidance of higher-level acquisition analysts, evaluates, approves & processes routine data processing acquisition requests for hardware, software & related services, determines proper purchasing authority & ensures compliance with federal &/or state regulations & contracts regarding terms & conditions to purchase, lease & maintain equipment, assists higher-level acquisition analysts to determine most cost effective method for acquisition of data processing hardware, software & services, to perform post-implementation reviews for newly installed systems to determine performance level of vendor, hardware, software, services & compliance with specifications of contract & to perform needs analysis (e.g., identify & define agency's computer automation needs & technical requirements through observation & interviews of key personnel; determine size, scope & complexity of problem; assess agency's level of planning for current & future computer automation needs to determine if analysis required; determine federal &/or state regulating authorities; determine interfaces required with internal systems &/or external mainframe systems).

Develops skills in researching, evaluating & recommending technical information in two or more specific data processing areas (e.g., local area networks, modems, personal computer software) & provide advice & recommend equipment & software to agencies in areas of expertise; attends seminars, lectures & vendor demonstrations to maintain awareness of new technical offerings in data processing industry for incorporation into acquisition considerations.

Reviews state term contracts; solicits informal telephone bids; prepares documentation for controlling board actions; writes routine technical correspondence; maintains & updates files & records on all actions.

MAJOR WORKER CHARACTERISTICS:
Knowledge of fractions, decimals & percentages; computer hardware, software & communications systems; agency computer services procurement procedures*. Skill in operation of personal computers & associated software (e.g., spreadsheets, word processing, database). Ability to communicate verbally or in writing on technical & non-technical matters; apply principles to solve practical, everyday problems; interpret technical material in books, journals & manuals; write routine business letters, evaluations & records following standard procedures; move hands/fingers easily to operate computer terminal.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of associate core program in computer science/data processing; 36 mos. trg. or 36 mos. exp. in various fields of data processing (e.g., application analysis & development, networking, system software).

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Work may involve operation of computer terminal for long periods of time.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Computer Acquisition Analyst 2	64172	14

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.)
Reviews, analyzes & evaluates & approves requests for acquisition of data processing hardware, software, education, consulting services & maintenance for all state agencies or county departments of job & family services, children services boards & child support enforcement agencies, determines requirements for new hardware, software & communication systems &/or modifications, enhancement or upgrades to existing hardware, software & communication systems, provides technical assistance to state/county 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 requests in terms of merit, cost effectiveness, agency utilization & strategic plan consistency in order to determine appropriate acquisition action & assists in development & implementation of section policies, procedures & standards.

Performs needs assessment & feasibility studies of users' operations (e.g., identify & define agency's computer operation needs & technical requirements through observation & interviews with key personnel; determine size, scope & complexity of problem; assess agency's level of planning for current & future computer automation needs to determine if analysis required; determine state &/or federal regulating authorities; evaluate space & staff requirements; determines planning & implementation schedules); writes technical specifications for acquisition of hardware, software & related services; identifies vendors; coordinates & conducts pre-bid & bidder's conferences, responds to vendors' questions; evaluates bid proposals & recommends selection; assists state/county agencies to develop long range plans; provides timeframes & advantages/disadvantages of large variety of data processing areas with size & complexity variances (e.g., system software from multiple vendors for specific mainframes, monitors for personal computers); ensures consistency & compliance with Ohio Data Network's policies & strategies; evaluates new products; reviews trade publications & attends vendor demonstrations/seminars.

Acts as liaison between agencies & vendors & Budget & Management regarding technical feasibility & cost effectiveness of computer systems acquisitions; maintains contact with agencies to determine status of on-going or future projects; consults with management personnel to solve complex data processing problems.

MAJOR WORKER CHARACTERISTICS:
Knowledge of computer science/data processing; computer systems analysis & design; high-level language computer programming; computer hardware, software & communication systems; application development & design; agency computer services procurement procedures*. Skill in operation of personal computers & associated software (e.g., spreadsheets, database, word processing). Ability to deal with many variables & determine specific action; communicate verbally or in writing concerning complex technical & non-technical matters.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core program in computer science/data processing/engineering; 24 mos. trg. or 24 mos. exp. in multiple areas of data processing (e.g., systems analysis, systems design, application development & programming, networking, hardware/software evaluation).

-Or 48 mos. exp. in computer programming; 24 mos. trg. or 24 mos. exp. in computer systems analysis & design; 6 mos. trg. or 6 mos. exp. in computer hardware, software & communication systems.

-Or 18 mos. exp. as Computer Acquisition Analyst 1, 64171.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Work involves operation of computer terminal for long periods of time.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Computer Acquisition Analyst 3	64173	14

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.)
Leads team of lower-level computer acquisition analysts (i.e., provides work direction & training) in reviewing, analyzing & evaluating agency requests for acquisition of data processing hardware, software, communication links & contract services for all state agencies or county departments of job & family services, children services bards & child support enforcement agencies, provides technical assistance to staff & state/county agencies for complex data processing projects involving large number of technical variables (e.g., multiple computing platforms, multiple agency interfaces, extensive conversion efforts, newly developed/unique technologies), reviews, evaluates & approves bid terms & conditions & complex technical specifications produced by lower-level acquisition analysts, evaluates new hardware &/or software performance & determines system acceptance, performs post implementation & contractual reviews & evaluates current policies & procedures & recommends revisions.

Reviews, analyzes & evaluates requests for multiple state/county agencies to acquire data processing hardware, software, education, consulting services & maintenance for multi-platform large complex systems based on industry standards & emerging technologies; determines technical requirements for new hardware, software &/or communication systems &/or modifications, enhancements or upgrades to existing systems based on size, scope & level of complexity of agency's request; analyzes large complex data processing requests for hardware, software or communication links in terms of merit, cost effectiveness, agency utilization & state's long range planning to determine appropriate action; provides detailed technical information & makes recommendation s concerning advantages & disadvantages of large variety of data processing areas which vary in size & complexity (e.g., system software from multiple vendors for specific mainframes, spreadsheets or monitors for personal computers).

Performs needs assessment & feasibility studies of users' operations (e.g., identify & define agency's computer automation needs & technical requirements through observation & interviews of key personnel; determines size, scope & complexity of problem; assess agency's knowledge of current & future computer automation needs to determine if analysis required; determine federal & state regulating authorities; evaluate space & staff requirements; establish planning & implementation schedules); writes technical specifications for acquisition of hardware, software & related services based on requirements identified in needs assessment; identifies additional appropriate vendors; coordinates & conducts pre-bid & bidders conferences; responds to vendor's technical questions; evaluates bid proposals & recommends selection; develops or assists state agencies in developing & reviewing Long Range Information System plan.

Advises multiple state/county agencies on direction of data processing industry, suggests potential areas for automation or replacement systems, outlines timeframes based on availability of funds & technology, ensures consistency & compliance with Ohio Data Network's policies & strategies; evaluates new products; reviews trade publications & attends vendor demonstrations/seminars.

MAJOR WORKER CHARACTERISTICS:
Knowledge of employee training & development*; computer service/data processing; computer hardware, software & communication systems analysis & design; high-level language computer programming; multi-platform computer hardware, software & communication systems; agency computer services procurement procedures*. Skill in operation of personal computer & associated software (e.g., database, spreadsheet, word processing, graphics). Ability to deal with many variables & determine specific action; communicate verbally or in writing on complex technical & non-technical matters; develop complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core program in computer science/data processing/engineering; 36 mos. trg. or 36 mos. exp. in multiple areas of data processing (e.g., systems analysis, systems design, application analysis & development, programming, networking, hardware/software evaluation).

-Or 60 mos. exp. in application analysis, design & development & computer programming; 36 mos. trg. or 36 mos. exp. in computer systems analysis & design; 12 mos. trg. or 12 mos. exp. in computer hardware, software & application systems analysis & evaluation.

-Or 12 mos. exp. as Computer Acquisition Analyst 2, 64172.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Work involves operation of computer terminal for long periods of time.

CLASS TITLE: Computer Acquisition Analyst Supervisor	CLASS NUMBER: 64175	BARGAINING UNIT: EX

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.)
Supervises unit of computer acquisition analysts in reviewing, analyzing & evaluating & approving agency requests to acquire data processing hardware, software, communication systems & services for all state agencies or county departments of job & family services, children services boards & child support enforcement agencies; directs, coordinates & monitors unit activities, evaluates work performance to ensure efficiency & compliance with department & data processing industry standards, sets priorities for large complex data processing projects, assists staff in resolving complex, technical problems involving multi-platform systems, multiple agency interfaces & conflicting regulations, develops unit policies, procedures &/or standards, participates in budget preparation & fiscal control & represents higher-level supervisor in his/her absence.

Contacts &/or meets with computer vendors, Office of Budget & Management staff, agency & management representatives to discuss products/services, coordinate & provide information or to resolve technical problems on large data processing projects; evaluates new hardware, software & communication systems; reviews trade publications & attends vendor demonstrations/seminars; reviews & approves contract terms & conditions &/or purchase documents; provides detailed technical information; makes recommendations on advantages/disadvantages of large variety of data processing areas varying in size & complexity (e.g., system software from multiple vendors for specific mainframes, spreadsheets or monitors for personal computers).

Reviews, analyzes & evaluates requests for 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; determines technical requirements for new hardware, software & communication systems &/or modifications, enhancements or upgrades to existing systems based on size, scope & level of complexity of agency's request; analyzes large complex data processing hardware, software & communication requests in terms of merit, cost effectiveness, agency utilization & strategic plan consistency in order to determine appropriate acquisition action.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles/techniques*; employee training & development; computer science/data processing; computer systems analysis & design; computer hardware systems; agency computer services procurement procedures; budgeting & fiscal control*. Skill in operation of personal computer & associated software (e.g., spreadsheets, database, word processing, graphics). Ability to deal with many variables & determine specific action; interpret extensive variety of varied complex technical material; communicate verbally or in writing on technical & non-technical matters; develop complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core program in computer science/data processing/engineering; 48 mos. trg. or 48 mos. exp. in multiple data processing areas (e.g., networking, application analysis, systems development, systems analysis & design, hardware & software evaluation).

-Or 12 mos. exp. as Computer Acquisition Analyst 3, 64173.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Not applicable.