

**Fiscal Classification Study Implementation,
Allocation, and Alternative Dispute Resolution Agreement**

The purpose of this agreement is to set forth the terms for the implementation of the classification specifications developed by the Joint Fiscal Classifications Review Committee pursuant to Article 36.05(2) of the CBA, the allocation of the employees into these classifications, and the alternative dispute resolution process for impacted employees.

Pursuant to the Collective Bargaining Agreement (CBA) for the Ohio Civil Service Employees Association, AFSCME, Local 11, AFL-CIO and Chapter 4117 of the Ohio Revised Code, the State of Ohio, Department of Administrative Services, Office of Collective Bargaining (Employer), and the Ohio Civil Service Employees Association, AFSCME, Local 11, AFL-CIO (OCSEA) have reached the following agreement. This agreement becomes effective upon the date of signature by the Deputy Director of OCB, or his designee.

1. Implementation: The parties agree to implement the Financial Associate (66561), Financial Analyst (66562), Senior Financial Analyst (66563), Budget Analyst (63261), Senior Budget Analyst (63262), Sourcing Associate (64511), Sourcing Analyst (64512), Senior Sourcing Analyst (64513), and Sourcing Planner (64514) classification specifications, attached as Exhibit A, developed by the Joint Fiscal Classifications Review Committee pursuant to Article 36.05(2) of the CBA.

The parties further agree that the Employer may delete the following classifications once all grievances related to the allocation of impacted employees have been resolved:

16511 Account Clerk 1
16512 Account Clerk 2
16513 Account Clerk 3
63251 Budget Analyst 1
63252 Budget Analyst 2
64521 Purchasing Assistant
64522 Purchasing Specialist
64523 Purchasing Agent
64524 Purchasing Coordinator
66531 Fiscal Specialist 1
66532 Fiscal Specialist 2

The union waives its right to 45-day notice for the implementation of these classification series changes.

2. Allocation: The parties agree to allocate all bargaining unit employees within the scope of classifications determined by the Joint Fiscal Classifications Review Committee. The scope includes the following classifications:

16511 Account Clerk 1
16512 Account Clerk 2

16513 Account Clerk 3
66111 Accountant/Examiner 1
66112 Accountant/Examiner 2
66113 Accountant/Examiner 3
66114 Accountant/Examiner 4
63251 Budget Analyst 1
63252 Budget Analyst 2
64521 Purchasing Assistant
64522 Purchasing Specialist
64523 Purchasing Agent
64524 Purchasing Coordinator
64551 Inventory Control Specialist 1
64552 Inventory Control Specialist 2
66531 Fiscal Specialist 1
66532 Fiscal Specialist 2
63161 Grants Coordinator 1
63162 Grants Coordinator 2

Allocations will become effective with the pay period beginning July 26, 2015, in accordance with the following:

- a. If an employee's classification does not change or the employee is allocated into a classification with the same pay range as their current classification, the employee will retain their current rate of pay. The employee's step date and longevity shall not change as a result of this movement.
 - b. If an employee is allocated into a classification with a higher pay range than their current classification, the employee will be placed at the step of the higher pay range that provides the employee with compensation that is equal to his/her current rate or that provides the least amount of increase, but no decrease in pay. Longevity supplements will be adjusted in accordance with the CBA. The employee's step date shall not be changed as a result of this movement.
 - c. If an employee is allocated into a classification with a lower pay range than their current classification, the employee will be placed at the step of the lower pay range that provides the employee with compensation that is equal to his/her current rate or that provides the least amount of increase, but no decrease in pay. Longevity supplements will be adjusted in accordance with the CBA. If an employee's base rate of pay exceeds the maximum rate of pay in the new pay range, the employee will be placed into step X. Longevity supplements shall not decrease as a result of being placed in step X.
3. Dispute Resolution Procedures: A statewide Fiscal Alternative Dispute Resolution Committee (ADR committee) will be established to address grievances filed in accordance with this agreement. The ADR committee shall be composed of six members, which will include three management representatives and three union representatives. The

management representatives shall include two exempt employees with expertise in fiscal and one employee from the Ohio Department of Administrative Services, Office of Talent Management. The union representatives shall include two bargaining unit employees with expertise in fiscal and one employee from OCSEA's Office of General Counsel. The Union and Management representatives may rotate. Management and union experts shall not serve as a representative on the committee for grievances from their own agency.

The dispute resolution procedures for employees to appeal their classification allocation shall be as follows:

- a. Employees may appeal their classification allocations by filing an electronic grievance at Step 2 of the Working out of Class grievance process. Such grievances shall be filed within thirty (30) days from the date the employee receives notification of their classification allocation. At the time of filing, each grievance shall specify the classification that the employee believes is appropriate. The grievance may only state one classification.
- b. The ADR committee will set dates by agency to hear all unresolved grievances. The ADR committee will determine if it agrees or disagrees with the agency allocation. If the committee reaches agreement, the decision will either be recorded as "Agree" or "Disagree". If the ADR committee cannot reach agreement, the decision will be recorded as "No Consensus Reached". If the ADR Committee determines that additional information is needed, the ADR committee may delay recording until the grievance is further investigated by the ADR Committee.

Grievances that are unresolved by the joint ADR committee will be reviewed by the Union Fiscal Review Committee to determine grievances to be arbitrated. The Union Fiscal Review Committee will be comprised of three (3) members from the State Wide 36.05 Fiscal Committee and will be released with pay. OCB shall not unreasonably deny such requests. The purpose of the committee is to review the merits of all outstanding grievances from the Joint ADR Committee and determine which grievances will be arbitrated.

OCSEA will notify OCB and the grievant of the disposition of grievances. Cases approved for arbitration will be scheduled by the parties.

- c. The parties will select an arbitrator knowledgeable in classification and compensation. The arbitrator shall issue a bench decision stating whether the classification assignment proposed in the grievance is appropriate. If so, the employee shall be reclassified accordingly, and shall receive a pay adjustment effective the date the study was implemented. The decision of the arbitrator is final and binding.

Except as otherwise modified by this agreement, arbitration will be conducted in accordance with Article 19 of the CBA.

Except as otherwise modified by this agreement, arbitration will be conducted in accordance with Article 19 of the CBA.

Termination and Modification


This agreement shall terminate at the expiration of the 2015-2018 OCSEA Collective Bargaining Agreement.

This agreement constitutes the complete understanding of the parties and merges and supersedes all other discussions, agreements, and understandings, either oral or written between the parties with respect to the subject matter thereof. This letter of agreement may be used by either party only to enforce its provisions and will not be used in any unrelated hearing, grievance, arbitration or negotiation.



ODAS, Office of Collective Bargaining

6/24/15
Date



OCSEA

6/24/15
Date



OCSEA

6/24/15
Date

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><u>CLASSIFICATION SERIES</u> Financial Analyst</td> <td style="width: 50%;"><u>SERIES NUMBER</u> 6656</td> </tr> <tr> <td><u>MAJOR AGENCIES</u> All Agencies</td> <td><u>EFFECTIVE</u> DRAFT</td> </tr> </table>	<u>CLASSIFICATION SERIES</u> Financial Analyst	<u>SERIES NUMBER</u> 6656	<u>MAJOR AGENCIES</u> All Agencies	<u>EFFECTIVE</u> DRAFT
<u>CLASSIFICATION SERIES</u> Financial Analyst	<u>SERIES NUMBER</u> 6656				
<u>MAJOR AGENCIES</u> All Agencies	<u>EFFECTIVE</u> DRAFT				

SERIES PURPOSE

The purpose of the financial analyst occupation is to prepare, process &/or analyze accounting records, financial statements, &/or other financial reports & data.

GLOSSARY – the terms below are to be interpreted as follows wherever they appear in the classification specification:

ACH – Automated Clearing House

Advanced level of experience in spreadsheet software – advanced formulas, pivot tables, macros

AGO – Ohio Attorney General’s Office

A/P – Accounts Payable

A/R – Accounts Receivable

ASAP – U. S. Automated Standard Application for Payments

Basic level of experience in spreadsheet software – entering data, sorting/filtering, basic functions (e.g., sum, average, subtotal), formatting

BI – Business Intelligence reporting module of Ohio Administrative Knowledge System

CAP – Corrective Action Plan

Controlling Board – comprised of the Director of the Office of Budget & Management, or his or her designee, & six members of the Ohio General Assembly. The board provides legislative oversight over certain capital & operating expenditures by state agencies & has approval authority over various other state fiscal & purchasing activities. The board is a mechanism for handling certain limited day-to-day adjustments needed in the state budget.

DPM – U.S. Division of Payment Management

ERP – Enterprise Resource Planning system

FIN – Financials module of Ohio Administrative Knowledge System

G5 – U.S. Department of Education federal grant system

Intermediate level of experience in spreadsheet software – basic formulas (e.g., lookup, IF/OR, linking), charts, graphs, tables, conditional formatting

ISTV – Intrastate Transfer Voucher

MBE/EDGE – Minority Business Enterprise/ Encouraging Diversity, Growth & Equity

Multi-purpose workcentre – printer/copier/scanner/fax machine

OAKS – Ohio Administrative Knowledge System

OBM – Ohio Office of Budget & Management

OIL – Occupational Injury Leave

OSS – Ohio Office of Shared Services

POA – Period of Availability

SFY – State Fiscal Year

Job duty, knowledge, skill, & ability statements at a lower-level are understood to be able to be performed at any higher level.

JOB TITLE

Financial Associate

JOB CODE

66561

PAY GRADE

28

EFFECTIVE

DRAFT

CLASS CONCEPT

The entry level class works under immediate supervision & requires some knowledge of accounting systems & procedures in order to prepare, compile & verify statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable &/or perform payroll activities.

JOB TITLE

Financial Analyst

JOB CODE

66562

PAY GRADE

30

EFFECTIVE

DRAFT

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of accounting systems & procedures in order to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards.

JOB TITLE

Senior Financial Analyst

JOB CODE

66563

PAY GRADE

32

EFFECTIVE

DRAFT

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of accounting systems & procedures in order to independently or as a lead worker (i.e., provide work direction & training) research & analyze complex information to resolve errors, modify data &/or determine appropriate action with external involvement, &/or administer the fiscal aspect of grant(s).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Financial Associate	66561	14	DRAFT	28

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.)

- 1a. Prepares, compiles & verifies statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable:
- Enters transactions (e.g., vouchers, requisitions, ISTVs) & submits for approval
 - Receives & records revenue (e.g., cash, checks, credit/debit, ACH), invoices, vouchers & supporting documentation
 - Codes documents according to agency procedures
 - Verifies accuracy of data & revises any errors (i.e., checks figures, postings, reports & documents for correct entry, mathematical accuracy, & proper codes)
 - Prepares revenue deposits by compiling data, verifying & balancing receipts, & sending cash, checks, or other forms of payment to banks
 - Matches purchasing documents with invoices & receiving documents, & records necessary information
 - Keeps financial records using journals & ledgers or computers
 - Processes stop, lost & stale-date payments
 - Enters payment card transactions according to agency procedures
 - Records & analyzes information using spreadsheets, databases, &/or accounting software
 - Performs calculations & produces documents using 10-key calculators, computers, & multi-purpose workcentres
 - Conducts basic reconciliation or notes & reports discrepancies found in records (e.g., payroll, lock boxes, deposits)
 - Prepares pre-processing forms for OSS
 - Verifies vendor transactions are coded appropriately to capture data for State initiatives/programs (e.g., MBE/EDGE, Community Resource Program)

&/OR

- 1b. Performs payroll activities:
- Reviews timesheets to detect & resolve payroll discrepancies
 - Processes paperwork for new employees (e.g., I-9, benefit enrollment forms) & enters employee information into the payroll system
 - Verifies attendance, hours worked, & pay adjustments, & posts information onto designated records
 - Records employee information (e.g., exemptions, transfers, & resignations) to maintain & update payroll records
 - Reconciles leave time (e.g., vacation, personal & sick leave) for employees
 - Compiles employee time & payroll data from timesheets & other records
2. Performs other related accounting duties:
- Contacts customers to obtain or relay account information
 - Accesses computerized financial information to answer general questions as well as those related to specific accounts
 - Performs general office duties (e.g., files; answers telephones; handles routine correspondence)
 - Balances petty cash (e.g., reconciles receipts & cash to authorized level; prepares documents to support replenishment of cash)
 - Makes travel arrangements for staff
 - Enters, reconciles & maintains asset records in asset management system (e.g., labels new asset; completes surplus reports)
 - Contacts prospective vendors to establish in OAKS & agency system or modifies vendor information

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations*; ERP systems* (e.g., OAKS FIN) &/or federal accounting system*; purchasing *; budgeting*. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases,

word processing), multi-purpose workcentres; OAKS BI reporting*. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; collaborate with co-workers on group projects &/or respond to general inquiries from employees, public & government officials.

(*)Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of associate core program in business administration, accounting, finance or related field.

-Or completion of high school technical program in accounting; 6 mos. exp. or 6 mos. trg. in accounting or finance to include a basic level of experience in spreadsheet software such as entering data, sorting/filtering, basic functions (e.g., sum, average, subtotal), formatting.

-Or 18 mos. exp. or 18 mos. trg. in accounting &/or finance to include a basic level of experience in spreadsheet software such as entering data, sorting/filtering, basic functions (e.g., sum, average, subtotal), formatting.

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

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Financial Analyst	66562	14	DRAFT	30

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.)

1. Examines &/or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards:
 - Conducts complex reconciliation of records (e.g., MBE/EDGE, payment card threshold, Medicaid)
 - Determines coding for transactions
 - Develops forms & manuals for accounting procedures
 - Researches & analyzes transaction errors (e.g., budget, coding, interface) & resolves without external involvement
 - Administers accounts outside of TOS (e.g., custodial, independent, client, inmate)
 - Researches questionable &/or unauthorized payment card transactions
 - Monitors & analyzes outstanding A/R
 - Reviews expenditures to ensure allowable costs are within the POA
 - Monitors CAP for state &/or federal auditors
2. Performs payroll activities:
 - Reconciles complex leave information in OAKS &/or agency-specific system (e.g., military, OIL, disability, workers' compensation, garnishments)
 - Processes off-cycle manual paychecks
3. Performs other related accounting duties:
 - Determines the amount for daily cash draws
 - Closes out allocations at end of SFY
 - Calculates service charges from established rates
 - Performs debt collection process (e.g., determines late payments & sends notices; creates payment schedules; certifies unpaid invoices to AGO)

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations*; ERP systems* (e.g., OAKS FIN) &/or federal accounting system*; purchasing*; budgeting. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases, word processing), multi-purpose workcentres; OAKS BI reporting*. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; collaborate with co-workers on group projects &/or respond to confidential & sensitive inquiries from employees, public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in business administration, accounting, finance or related field; 6 mos. exp. or 6 mos. trg. in accounting &/or finance to include an intermediate level of experience in spreadsheet software such as basic formulas (e.g., lookup, IF/OR, linking), charts, graphs, tables, conditional formatting.

-Or 30 mos. exp. or 30 mos. trg. in accounting &/or finance to include an intermediate level of experience in spreadsheet software such as basic formulas (e.g., lookup, IF/OR, linking), charts, graphs, tables, conditional formatting.

-Or 12 mos. exp. as Financial Associate, 66561.

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

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 mos. of required accounting/fiscal experience referenced in this portion of the minimum qualifications.

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Senior Financial Analyst	66563	14	DRAFT	32

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.)

1a. Independently or as lead worker (i.e., provides work direction & training) researches & analyzes complex information to resolve errors, modify data, &/or determine appropriate action with external involvement (e.g., OBM, Controlling Board, federal government, Medicaid):

- Designs & builds custom financial reports in various systems (e.g., BI, FIN, Access)
- Synthesizes data from multiple financial sources to create reports/presentations for internal/external stakeholders
- Prepares & analyzes CAP for state &/or federal auditors
- Establishes & adjusts payment schedules in OAKS &/or agency system as needed
- Serves as liaison to troubleshoot any financial issues, questions & communications (e.g., audit, OSS)
- Reconciles & resolves disputes with accounts outside of TOS
- Assists in updating & recommends changes in fiscal policy

&/OR

1b. Administers fiscal aspects of grant(s):

- Collaborates with program office to assemble, review & analyze documents for grant applications
- Establishes the fiscal monitoring of approved grants to ensure quality assurance throughout all processes by reviewing available funds in compliance with state & federal procedures
- Prepares, updates & reviews grant reports
- Closes out allocations at end of POA
- Coordinates cash drawdowns with internal/external entities
- Serves as liaison with federal accounting systems (e.g., DPM, ASAP, G5)

4. Performs other related accounting duties:

- Appraises & evaluates personal property & equipment, recording information such as the description, value & location of property
- Establishes depreciation schedules
- Assists budget office with forecasting/trend analysis
- Trains agency staff on fiscal policies & procedures

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations*; ERP systems* (e.g., OAKS FIN) &/or federal accounting system*; purchasing*; budgeting; employee training & development*. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases, word processing), multi-purpose workcentres; OAKS BI reporting*. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; collaborate with co-workers on group projects &/or respond to confidential & sensitive inquiries from employees, public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of graduate core program in business administration, accounting, finance or related field; 6 mos. exp. or 6 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software such as advanced formulas, pivot tables, macros.

-Or completion of undergraduate core program in business administration, accounting, finance or related field; 18 mos. exp. or 18 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software such as advanced formulas, pivot tables, macros.

-Or 42 mos. exp. or 42 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software such as advanced formulas, pivot tables, macros.

-Or 12 mos. exp. as Financial Analyst, 66562.

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

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 mos. of required accounting/fiscal experience referenced in this portion of the minimum qualifications.

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be required to work long or unusual hours during peak operational periods.

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Sourcing	<u>SERIES NUMBER</u> 6451
	<u>MAJOR AGENCIES</u> All Agencies	<u>EFFECTIVE</u> DRAFT

SERIES PURPOSE

The purpose of the sourcing occupation is to analyze agency's need & plan, find, evaluate, & contract with suppliers of goods & services, & ensure supplier performance.

GLOSSARY – the terms below are to be interpreted as follows wherever they appear in the classification specification:

BI – Business Intelligence reporting module of Ohio Administrative Knowledge System

Controlling Board – comprised of the Director of the Office of Budget & Management, or his or her designee, & six members of the Ohio General Assembly. The board provides legislative oversight over certain capital & operating expenditures by state agencies & has approval authority over various other state fiscal & purchasing activities. The board is a mechanism for handling certain limited day-to-day adjustments needed in the state budget.

CRP – Community Rehabilitation Program

CTV – Complaint to Vendor

DAS – Ohio Department of Administrative Services

ERP – Enterprise Resource Planning system

FIN – Financials module of Ohio Administrative Knowledge System

GDC – General Distribution Contracts

LDC – Limited Distribution Contracts

MBE/EDGE – Minority Business Enterprise/Encouraging Diversity, Growth & Equity

OAKS – Ohio Administrative Knowledge System

OBM – Ohio Office of Budget & Management

OFCC – Ohio Facilities Construction Commission

OPI – Ohio Penal Industries

OOD – Opportunities for Ohioans with Disabilities

OSS – Ohio Office of Shared Services

PO – Purchase Order

Sourcing Lifecycle – identifying need, developing specifications, identifying options, selecting suppliers, establishing contracts, & monitoring performance

UNSPSC – United Nations Standard Products & Services Code

Job duty, knowledge, skill, & ability statements at a lower-level are understood to be able to be performed at any higher level.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Sourcing Associate	64511	27	DRAFT

CLASS CONCEPT

The entry level class works under immediate supervision & requires some knowledge of sourcing lifecycle in order to support agency's sourcing function by soliciting quotes, placing orders, & tracking order status.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Sourcing Analyst	64512	28	DRAFT

CLASS CONCEPT

The first full performance level class works under general supervision & requires considerable knowledge of sourcing lifecycle in order to solicit & evaluate proposals, make recommendations & monitor supplier performance for a range of routine, established, customary requirements.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Senior Sourcing Analyst	64513	31	DRAFT

CLASS CONCEPT

The second full performance level class works under general supervision & requires considerable knowledge of sourcing lifecycle in order to solicit & evaluate proposals, make recommendations & monitor supplier performance where the need is not customary & the specifications must be developed where none exist.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Sourcing Planner	64514	33	DRAFT

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of sourcing lifecycle in order to independently or as a lead worker (i.e., provide work direction & training) research, evaluate & plan a comprehensive portfolio of contracts & purchasing based on past performance, future needs & strategic direction.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Sourcing Associate	64511	14	DRAFT	27

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.)

1. Supports agency's sourcing function by soliciting quotes, placing orders, & tracking order status:
 - Comparison shops in ERP electronic catalog shopping, retail outlets, &/or against established state contracts
 - Compares prices, specifications, availability, & delivery dates to determine best fit & best price among potential suppliers
 - Verifies shipments, reconciles with orders, & follows up where needed
 - Contacts suppliers to schedule or expedite deliveries & to resolve shortages, missed or late deliveries, &/or other problems
 - Distributes quotes to requestor
 - Determines if supplier has a Finding for Recovery or is listed on the federal system for award management (e.g., checks website, prints & documents results)
 - Determines if chosen supplier is in ERP system (e.g., OAKS), & where needed coordinates vendor registration
 - Sends supplier W-9 Packet with vendor forms & tax information request
 - Places &/or corrects orders against mandatory use contracts (e.g., OPI, GDC, LDC, agency contracts)
 - Refers supplier to OSS to establish OAKS self-service & training
2. Creates &/or processes requisitions & purchase orders following established contract provisions:
 - Enters &/or corrects requisitions, & follows up where needed
 - Dispatches &/or corrects purchase orders, tracks status, & follows up where needed
 - Purchases goods & services with payment card
 - Contacts supplier by phone, online, or in person
 - Provides payment card information & obtains receipt
 - Completes &/or corrects payment card logs & routes for approval & payment according to agency procedures
3. Validates purchase requests:
 - Determines proper UNSPSC code
 - Follows up with requestor & supplier where needed
 - Corrects minor issues where needed, & routes purchase requests according to agency procedures
 - Determines proper financial account codes
 - Determines if established inventory levels are met
 - Validates mandatory use compliance according to agency procedures
4. Performs administrative functions:
 - Responds to requestor & supplier inquiries regarding status
 - Maintains sourcing files & validates for completeness according to agency standards & procedures
 - Prepares predefined administrative reports
 - Obtains asset profile ID from ERP system (e.g., OAKS)

MAJOR WORKER CHARACTERISTICS

Knowledge of office practices & procedures; sourcing principles; state & agency sourcing policies, procedures & regulations*; ERP systems* (e.g., OAKS FIN). Skill in operation of calculator; operation of electronic devices (e.g., computer, tablet, cell phone); applicable software applications (e.g., spreadsheets, databases, word processing); OAKS BI reporting*. Ability to deal with problems involving several variables within familiar context; sort items into categories according to established method; maintain accurate records; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things; answer routine telephone inquiries from vendors &/or internal agency customers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

12 mos. exp. or 12 mos. trg. in purchasing/procurement/sourcing.

-Or completion of 1 yr. technical certificate in logistics, supply chain management, strategic procurement or other sourcing related subject.

-Or completion of short term certificate in logistics, supply chain management, strategic procurement or other sourcing related subject; 6 mos. exp. or 6 mos. trg. in purchasing/procurement/sourcing.

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

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel; may be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Sourcing Analyst	64512	14	DRAFT	28

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.)

1. Solicits & evaluates proposals, makes recommendations & monitors supplier performance for a range of routine, established, customary requirements:
 - Receives & opens formal bids & proposals in accordance with established procedures
 - Arranges delivery of samples & submissions from potential suppliers to evaluators
 - Interviews vendors, checks references, &/or visits suppliers' plants & distribution centers to examine, learn about, & evaluate products, services, prices, performance, & capabilities
 - Conducts routine evaluation process of multiple samples & submissions from potential suppliers
 - Evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production & distribution capabilities, & the supplier's reputation & history
 - Compiles information for Release & Permit &/or Controlling Board review & approval
 - Responds to follow-up requests from DAS & OBM to assist in disposition
 - Tracks status & follows up where needed
 - Works with requestor to establish specifications where products or services have multiple attributes that must satisfy a range of routine, established, customary requirements
 - Examines prepared description/specification of the need from program area & analyzes the need to determine proper level of detail is provided to be able to source good or service
 - Analyzes price proposals, financial reports, & other data & information to determine reasonable prices for expected scope, & to balance specifications, projected cost, & market availability to scope best fit
 - Verifies that goods & services meet specifications
 - Initiates vendor performance resolution
 - Researches & resolves routine customer & supplier disputes where parties do not agree regarding order status, changes, or cancellations
 - Creates routine requests for proposals for response by potential suppliers
 - Coordinates with requestor according to agency procedures to initiate formal CTV
 - Works with requestor to understand & scope need, including time & cost constraints of procurement engagement & other baseline expectations

2. Reviews, distributes & monitors requisitions, purchase orders & contracts:
 - Makes recommendations concerning contract proposals & contract amendment proposals according to agency procedures
 - Tracks contract status, controls contract versioning, & follows up where parties are unresponsive
 - Issues purchase orders for transactions outside of automated ERP systems
 - Distributes contracts & amendments to requestor & supplier
 - Obtains & applies proper financial codes (e.g., for split & proportional funding)

3. Identifies potential sources for goods & services:
 - Provides mandatory use & compliance review that requires subjective interpretation &/or application (e.g., MBE/EDGE, OPI, OOD, CRP, OSS)
 - Reviews catalogs, industry periodicals, directories, trade journals, & Internet sites, & consults with other department personnel to locate source options for goods & services
 - Customizes terms & conditions to fit specific needs & specifications
 - Creates supplier evaluation methods based on specifications fit, price, quality, selection, service, support, availability, reliability, production & distribution capabilities, & the supplier's reputation & history
 - Posts & distributes opportunities to potential suppliers according to policies & procedures
 - Coordinates responses to solicitation questions with requestor & legal counsel
 - Coordinates travel arrangements including flights, hotels, & ground transportation
 - Researches flight or hotel availability (e.g., determines the best available price that meets traveler & agency needs & requirements)

MAJOR WORKER CHARACTERISTICS

Knowledge of public relations*; sourcing principles; state & agency sourcing policies, procedures & regulations*, ERP systems* (e.g., OAKS FIN). Skill in operation of electronic devices (e.g., computer, tablet, cell phone); applicable software applications (e.g., spreadsheets, databases, word processing); OAKS BI reporting*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information according to established method; calculate fractions, decimals & percentages; write routine business correspondence & reports following standard procedures; identify noncompliance & formulate response; give verbal instructions associated with sourcing procedures; develop & maintain good rapport with internal agency customers & vendors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of associate core program in public or business administration, purchasing/procurement, materials management, contracting, acquisition management, logistics, strategic procurement, purchasing management, supply chain management or other sourcing related field.

-Or 18 mos. exp. or 18 mos. trg. in purchasing/procurement/sourcing.

-Or 6 mos. exp. as Sourcing Associate, 64511.

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

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel; may be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Senior Sourcing Analyst	64513	14	DRAFT	31

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.)

1. Solicits & evaluates proposals, makes recommendations & monitors supplier performance where the need is not customary & the specifications must be developed where none exist (e.g., construction, intellectual property agreements, third-party managed services, solutions-based proposals):
 - Works with requestor &/or subject matter experts to establish specifications where products or services have multiple complex attributes & multiple deliverables
 - Designs & coordinates supplier prequalification tools & methods
 - Drafts complex analysis results & awards recommendation with rationale
 - Establishes acceptance & payment expectations & schedule for contracts with multiple deliverables &/or multiple phases
 - Coordinates with requestor & supplier to resolve cost overrun issues

2. Researches, analyzes, & makes recommendations regarding requisitions, purchase orders & contracts:
 - Evaluates & makes recommendations concerning proposed exceptions to terms or scope & proposed improvements over what was requested
 - Participates in contract negotiations with legal office, requestor & supplier
 - Provides market research & evaluation of balancing interests to aid in settling contract agreement
 - Establishes project plan pacing & scope
 - Identifies, contracts with, &/or works with subject matter experts to properly document need, & project timeline for developing specifications, risks, market strategy, & letting & evaluating opportunity
 - Determines cost projections & projected spending burn rate & sources for use in cost/benefit analysis, project budget tracking, allotment planning, & acceptance/payment modeling
 - Assesses projections with requestor & fiscal office
 - Recommends policies, procedures & improvements for sourcing practices

3. Designs & coordinates potential sources for goods & services:
 - Designs sourcing requirements across multiple preference programs &/or subcontractor preference programs
 - Conducts pre-proposal market interviews
 - Designs & coordinates competitive request for information processes, evaluates responses & formulates best approach to fit needs & constraints
 - Establishes vendor qualification & performance mechanisms (e.g., prime & subcontractor, prequalification, performance measures, deliverable acceptance) based upon market understanding & capability
 - Compares similarly-situated procurements of other jurisdictions (e.g., contacts other states & political jurisdictions; conducts interviews & collects information; evaluates similar proposals of other jurisdictions)

MAJOR WORKER CHARACTERISTICS

Knowledge of sourcing principles; state & agency sourcing policies, procedures & regulations*; public relations; contracts; ERP systems* (e.g., OAKS FIN). Skill in operation of electronic devices (e.g., computer, tablet, cell phone); applicable software applications (e.g., spreadsheets, databases, word processing); OAKS BI reporting*. Ability to define problems, collect data, establish facts & draw valid conclusions; understand technical manuals & verbal instructions associated with sourcing procedures; use statistical analysis; proofread technical specifications, recognize errors & make corrections; identify noncompliance & formulate response; gather, collate & classify information about data, people or things; write business correspondence or communications reflecting sourcing procedures; develop & maintain good rapport with internal agency customers & vendors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in public or business administration, purchasing, materials management, contracting, acquisition management or logistics, supply chain management, operations management or other sourcing related field; 6 mos. exp. or 6 mos. trg. in purchasing/procurement/sourcing.

-Or 30 mos. exp. or 30 mos. trg. in purchasing/procurement/sourcing.

-Or 12 mos. exp. as Sourcing Analyst, 64512.

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

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel; may be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Sourcing Planner	64514	14	DRAFT	33

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.)

1. Independently or as lead worker (i.e., provides work direction & training) researches, evaluates & plans a comprehensive portfolio of contracts & purchasing based on past performance, future needs & strategic direction:
 - Reviews records of items purchased, costs, deliveries, product performance, & inventories, & improves specifications where needed
 - Conducts supply chain market research
 - Monitors & reviews use, history & trending of individual suppliers, & identifies where incumbent suppliers should be replaced or competed across portfolio of contracts
 - Tracks & reviews performance & performance lapses across portfolio of contracts
 - Identifies options for repeated performance lapses of particular suppliers holding multiple contracts
 - Tracks & reviews CTV, outcomes & suits across portfolio of contracts
 - Records contract terms & renewal options
 - Surveys market conditions, historical spending trends, price trends
 - Monitors & responds to changes affecting supply & demand
 - Reviews sourcing history (e.g., travel, preference programs, information technology) & forecasts trends to identify opportunities to consolidate buying power & negotiate more favorable terms & costs

2. Builds contract portfolio across multiple program areas:
 - Confirms portfolio meets the needs of program areas
 - Contacts other government offices with similar needs to standardize specifications, combines buying power & schedules, & establishes cooperative agreements across contract portfolio
 - Determines cost projections across contract portfolio, identifies cost savings & avoidance targets, & establishes cost control & reduction plan
 - Evaluates use records & inventory levels & trending of stock to develop strategic purchasing programs that facilitate improved supply chain delivery & cost reduction

3. Monitors portfolio & makes adjustments in conformance with policy changes (e.g., federal, state, agency):
 - Tracks & reviews use of terms, modification of terms, & exceptions to terms
 - Identifies plans & evaluates term improvements with legal counsel
 - Plans & improves planned use of preference programs across contract portfolio in accordance with policies & procedures factoring need, availability, performance, & success
 - Identifies replacement approaches to preferences where needed
 - Coordinates findings & supplier experiences with DAS & other agencies using supplier
 - Reviews performance expectations & results across contract portfolio, & establishes improvements based upon market availability & best practices
 - Reviews competition expectations & results across contract portfolio, & establishes improvements
 - Establishes comprehensive contracting schedule across contract portfolio
 - Maintains & evaluates records of items purchased, costs, deliveries, product performance, & inventories
 - Defines & creates complex analyses & benchmark reports across portfolio of contracts

MAJOR WORKER CHARACTERISTICS

Knowledge of sourcing principles; state & agency sourcing policies, procedures & regulations*; public relations; employee training & development*; contracts; ERP systems* (e.g., OAKS FIN). Skill in operation of electronic devices (e.g., computer, tablet, cell phone); applicable software applications (e.g., spreadsheets, databases, word processing); OAKS BI reporting*. Ability to define problems, collect data, establish facts & draw valid conclusions; understand technical manuals & verbal instructions associated with sourcing procedures; proofread technical specifications, recognize errors & make corrections; identify noncompliance & formulate response; use statistical analysis; gather, collate & classify information about data, people or things to forecast & plan; write business correspondence or communications reflecting sourcing procedures; develop & maintain good rapport with internal agency customers & vendors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of graduate core in public or business administration, purchasing, materials management, contracting, acquisition management or logistics, supply chain management, operations management or other sourcing related field; 6 mos. exp. or 6 mos. trg. in purchasing/procurement/sourcing.

-Or completion of undergraduate core in public or business administration, purchasing, materials management, contracting, acquisition management or logistics, supply chain management, operations management or other sourcing related field; 18 mos. exp. or 18 mos. trg. in purchasing/procurement/sourcing.

-Or 42 mos. exp. or 42 mos. trg. in purchasing/procurement/sourcing to include exp. in performing spend analysis, developing sourcing strategy & evaluating vendor performance.

-Or 12 mos. exp. as Senior Sourcing Analyst, 64513.

-Or 24 mos. exp. as Sourcing Analyst, 64512.

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

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel; may be required to work long or unusual hours during peak operational periods.