

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Equal Opportunity Division

UNIT OR OFFICE
Construction Compliance Unit

POSITION CONTROL NUMBER
3204.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
EEO Contract Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
3202.0 EOC Program Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Assists supervisor in overall coordination of statewide Equal Employment Opportunity (EEO) Construction Programs in accordance with federal & state laws, rules & regulations; acts as project manager & coordinates operation of EEO contract team members in conduct of EEO compliance & project reviews; ensures team members have scheduled appropriate compliance & project reviews & performed reviews in a timely manner; initiates contact with contractors onsite; assigns staff onsite to areas within project; prepares final summary report of project review activity. Acts as lead worker over EEO Contract Officers by providing work direction & training (e.g., how to conduct review, electronic & manual submission of contract information) in field & in office. Assists in developing & conducting training workshops & seminars on EEO compliance.	Knowledge of (1) EEO & affirmative action regulations & procedures; (2) Minority Business Enterprise set-aside & purchasing laws; (3) construction compliance laws; (4) interviewing; (5) public relations; (6) government structure & process*; (7) project planning & management; (8) employee training & development*. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office). Ability to (10) establish & maintain good rapport with co-workers, supervisor & others with whom contact/collaboration is required; (11) perform calculations involving basic math, fractions & percentages; (12) define problems, collect data, establish facts & draw technical conclusions; (13) calculate fractions, decimals & percentages; (14) handle sensitive contacts & inquiries with contractors & others; (15) prepare reports & maintain records; (16) gather, collate & classify information about data, people or things.
25	Travels statewide to conduct onsite reviews & audit records maintained by construction contractors to determine if affirmative action program commitments have been maintained as required under State of Ohio Affirmative Action Program (i.e., hiring of minorities & females in construction trades): schedules interviews with construction contractors working on state & state-assisted projects; interviews people associated with construction contract (e.g., company chief executive officer, foreman, architects, superintendent, women & minority staff) using standardized questionnaires & independently designed questions. Compiles & critically analyzes	Knowledge of 1, 2, 3, 4, 5, 6*, 7 Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16 * developed after employment

CLASS TITLE
EEO Contract Specialist

CLASS NUMBER
69163

Apr 10-23-03 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Frederick A. ...

10/21/03

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| | <p>information gathered from interviews & other sources (e.g., Minority Business Enterprise subcontractor participation where applicable, company internal payroll records & current projects, unemployment reports & EEO executive orders. From results of critical analysis & research, prepares compliance review report that documents analysis & statistical findings, details areas in which company is compliant & makes recommendations to remedy areas found to be out of compliance. Conducts follow-up reviews of companies to compare recommendations of previous reports to current practices & activities. Reviews & approves/disapproves contractors' affirmative action program & monthly utilization reports; reports results of compliance reviews & makes recommendations to immediate supervisor &/or EEO program manager; recommends approval/disapproval of certificate of compliance. Utilizes personal computer to create & maintain electronic systems (e.g., databases & logs of compliance reviews, correspondence, reports).</p> | |
| 35 | <p>Provides statewide oversight of project review process for boards, commissions, agencies, colleges & universities on locally administered construction projects & projects administered by General Services Division. Presents technical assistance & information at pre-construction meetings to inform contractors of EEO obligations under law (e.g., posting of EEO hiring requirements & company EEO policies, completion of Monthly Employment Utilization Reports, requirements for certificate of compliance).</p> | <p>Knowledge of 1, 2, 3, 4, 5, 6*, 7
Skill in 9
Ability to 10, 11, 12, 13, 14, 15, 16</p> |
| 10 | <p>Analyzes & approves/disapproves project review reports completed by state agencies, boards, commissions, college & universities to ensure accuracy & compliance with applicable laws; makes determination of action on non-compliant contractors.</p> | <p>Knowledge of 1, 2, 3, 4, 5, 6*, 7
Skill in 9
Ability to 10, 11, 12, 13, 14, 15, 16</p> |
| 5 | <p>Performs related administrative & recordkeeping tasks: drafts letters, reports, memos, submits weekly reports of compliance reports.</p> | <p>Skill in 9</p> |

*developed after employment

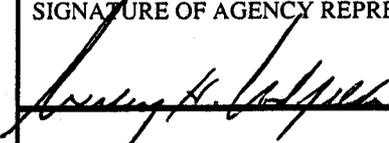
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EEO Contract Specialist

CLASS NUMBER
69163

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DATE



10/21/03

Upd 10-23-03 CB