

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Equal Opportunity

UNIT OR OFFICE
Construction Compliance

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Contract Compliance Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
3202.0 EEO Program Manager

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
50	<p>Operates a motor vehicle to travel statewide to conduct on-site reviews & audit of records maintained by construction contractors to determine if they have maintained their affirmative action program commitments as required under the State of Ohio Affirmative Action Program (hiring of minorities & females in the construction trades): schedules interviews with construction contractors who are working on state projects; interviews persons associated with the construction contract (e.g., company CEO, foreman, architects, superintendent, women & minority staff) using standardized questionnaires & independently designed questions. Uses personal computer & associated hardware/software to compile & critically analyze information gathered from interviews & various resources such as MBE subcontractor participation (where applicable), company internal business reports (e.g., payroll records, current projects) unemployment reports, & EEO Executive orders). From results of critical analysis & research, prepares a compliance review report, which documents the 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 previous report's recommendations with current practices & activities. Reviews & approves/disapproves contractors' affirmative action program & monthly utilization reports; makes recommendation to supervisor for approval/disapproval of certificate of compliance.</p>	<p>Knowledge of (1) EEO & Affirmative Action law. Skill in (2) interviewing; (3) performing calculations involving addition, subtraction, multiplication, division of whole numbers, fractions & percentages; (4) use & interpretation of statistical analysis; (5) use of personal computer & associated hardware/software (e.g., MS Word, MS Excel, MS Access, FileMaker Pro); (6) use of Internet as a research tool.*</p> <p>Ability to (7) clearly & effectively communicate & convey information to individuals & groups; (8) handle sensitive contacts & inquiries with contractors, unions, staff & employees; (9) resolve complaints from angry customers; (10) cooperate, establish & maintain a good rapport with coworkers, supervisor & others with whom contact/collaboration is required; (11) prepare & deliver speeches before specialized audiences & general public; (12) independently solve most problems; (13) research, gather, collate & classify information about data, people & things; (14) synthesize & analyze large amounts of data & come up with accurate & meaningful conclusions; (15) maintain organized & accurate records, (16) write well organized, meaningful, grammatically correct documents; (17) understand construction industry: business-practices, organization, concept; (18) interpret extensive variety of technical material in</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Wiley H. [Signature]

10/16/06

POSITION CONTROL NUMBER
3210.0

CLASS TITLE
EEO Contract Officer

CLASS NUMBER
69161

apd 10-20-06 al

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Equal Opportunity

UNIT OR OFFICE
Construction Compliance

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Contract Compliance Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
3202.0 EEO Program Manager

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

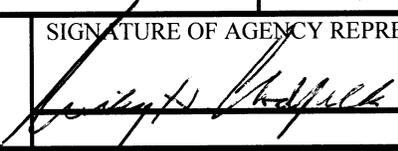
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Responsible for statewide oversight of project review process for boards, commissions, agencies, colleges & universities on locally administered construction projects & projects administered by GSD: reviews & approves/disapproves completed project review reports to ensure accuracy & compliance with applicable laws & makes determination of action on non-compliant contractors.	books, journals, manuals (e.g., codes, union manuals, company policy manuals); (19) use & interpret non-verbal symbols in formulas, equations or graphs; (20) proofread technical materials, recognize errors & make corrections; (21) physically traverse & navigate terrain & obstacles on construction sites; (22) recognize unusual or threatening conditions (e.g., safety hazards, irate persons) & take appropriate action; (23) obtain & maintain a valid Ohio driver's license to travel to locations throughout the State of Ohio. Knowledge of 1. Skill in 3, 4. Ability to 7, 12, 14, 15, 17, 18, 19, 20.
10	Performs related administrative & record keeping tasks: drafts letters, reports, memos, submits weekly reports of compliance reports & maintains various electronic databases.	Knowledge of 1. Skill in 3, 4, 5, 6.* Ability to 7, 13, 14, 15, 16, 18, 19, 20.
5	Provides training on topics pertaining to agency & contractor EEO obligations under the law: coordinates (e.g., creates/distributes announcements, processes registration, secures site, compiles materials) training of contract officers at state agencies, boards, commissions, colleges & universities. Assists in developing & conducting training workshops & seminars on how to conduct project reviews on agency administered projects. Presents technical information at pre-construction meetings to inform contractors of their EEO obligations under the law.	Knowledge of 1, (24) training & development concepts & techniques (e.g., documentation, presentation, content considerations).* Skill in 5, 6,* (25) use of database software (e.g., MS PowerPoint*) to create & run slide shows & produce training materials. Ability to 7, 8, 9, 10, 11, 13, 14, 16, 17, 18, 19, 20, 23. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/16/06

apl 10-20-06 al

POSITION CONTROL NUMBER
3210.0

CLASS TITLE
EEO Contract Officer

CLASS NUMBER
69161