POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support Division	Office of Employee Services	Franklin

POSITION NUMBER 20005418

JOB TITLE EEO Regional/Program Administrator

JOB CODE 69133 HD 11-1-13 HD

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
EEO Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit **22**
PR **12**
Page 1 of 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as agency EEO Manager: formulates & implements policies & procedures (e.g., EEO Strategic Plan, Agency EEO Goals & Objectives) on behalf of the agency; develops & implements proactive methodologies to prevent & address harassment & discrimination; works directly with agency managers & division/agency heads to promote effective, positive means of dealing with violations when they occur; reviews & evaluates agency hiring practices & operations to identify potential for challenge &/or legal actions; meets with agency Chief Legal Counsel & Human Resources Administrators to discuss situations with legal impact; implements appropriate corrective action; advises division personnel of procedures to bring closure to disciplinary actions & mediations within established timelines; administers agency Employee Assistance Program (EAP); provides guidance to divisions & oversees coordination of training & public relations programs; monitors program administration & EAP participation agreements for employees facing potential discipline; ensures coordination of EAP services with other Human Resources Programs (e.g., Drug Free Work Place, ADA, FMLA, & state employees' disability program).	**Knowledge of** (1) agency policies & procedures;* (2) program management; (3) human relations; (4) equal opportunity laws, rules & regulations (e.g., state, federal & agency); (5) labor relations; (6) employee training methods; (7) agency programs (e.g., EEO Strategic Plan, EAP, ADA, FMLA, Drug Free Workplace)*. **Skill in** (8)conducting administrative investigations (e.g., performing analysis, writing investigatory reports & preparing position statements in response to EEO complaints filed internally, & formal complaints filed through Ohio Civil Rights Commission &/or Federal Equal Opportunity Commission) (9) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, Access); **Ability to** (10) build rapport with customers; (11) interpret & apply laws, rules & regulations relating to EEO; (12) multi-task; (13) write clear, concise & accurate reports; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) recognize threatening situations & take appropriate action; (16) effectively communicate in writing and verbally *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Marwan Walker	10/22/13

POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS102100		
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005418

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
EEO Manager	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 12 Page 2 of 2

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

JOB TITLE EEO Regional/Program Administrator

JOB CODE 69133

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Provides technical assistance to divisions in EEO related matters (e.g., investigates charges of harassment/discrimination & assists in preparing cases involving Ohio Civil Rights Commission; makes provisions for counseling of any employee or applicant for employment who feels they have been discriminated against): on behalf of DAS, conducts investigations & hears complaints of discrimination received from employees & applicants (e.g., ensures procedures are properly followed in accordance with established timelines; independently prepares statements concerning claims/charges; provides pertinent information & documentation as requested by responsible persons; conducts interviews); monitors agency hiring practices (e.g., conducts analysis of current structure; prepares reports including recommendations to hire candidates under the EEO protected classes); develops & utilizes tracking system to detect trends in non-compliance with agency EEO Strategic Plan; makes recommendations on changes in hiring policies & procedures.	**Knowledge of** 1*, 2, 3, 4, 5, 7,* **Skill in** 8, 9 **Ability to** 10, 11, 12, 13, 14, 15, 16
30	Assists Human Resources Administrators, Labor Relations Officer, Benefits Manager & division Deputy Directors with labor relations & benefits issues: evaluates situations & recommends appropriate course of action (e.g., suspension, termination, criminal charges); conducts training on a variety of topics (e.g., diversity, sexual harassment, EEO, EAP, team building, mediation, work place violence) & provides onsite monitoring throughout the agency; performs other administrative duties as needed (e.g., assists with layoff/abolishment procedures; internal investigations; preparation & distribution of agency EEO Strategic Plan & related policies). Serves as the agency lead in formulating and distributing HR policies to all agency employees. Coordinates training for managers and supervisors as well as employees in multiple HR topics.	**Knowledge of** 1*, 2, 3, 4, 5, 6, 7, * **Skill in** 8, 9 **Ability to** 10, 11, 12, 13, 14, 15, 16 Position Specific Minimum Qualifications 18 mos. exp. interpreting & applying EEO laws & regulations. 18 mos. exp. interpreting & applying federal laws & the Ohio Revised Code. 12 mos. exp. conducting EEO/Administrative investigations. 12 mos. exp. preparing position statements in response to complaints filed internally or externally (e.g., Ohio Civil Rights Commission or Equal Employment Opportunity Commission). *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Marissa Walker	10/22/13