100-300U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS104100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Administration	Franklin

POSITION NUMBER 20005981

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
DD/State Equal Opportunity Coordinator	20005393 Assistant Director 4

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Executive	Bargaining Unit 22 Page 1 of 1

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

JOB CODE TITLE Deputy Director 5

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Administers State Equal Opportunity Division (EOD), serving all state agencies, boards & commissions, by ensuring use of proper personnel procedures & compliance with EEO law in state employment & contracting: administers discrimination complaint investigation & special programs; coordinates all state EEO programs; assists coordination of state purchasing divisions in utilizing services of Minority Business Enterprises (MBEs) & Historically Underutilized Businesses (HUBs) for purchasing goods & services for Department of Administrative Services (DAS) & customer agencies; oversees collection, analysis, & reporting of data pertaining to equal employment opportunities in state government, documentation of state expenditures with MBEs & monitoring of affirmative action practices of public construction industry.	Knowledge of (1) federal & state EEO laws (e.g., Civil Rights Acts of 1964 & 1991, Executive Order 11246, Ohio Revised Code 122.71, 123.151, 125.081, Ohio Administrative Code 123); (2) government structure & process (e.g., EEO complaint process, contracting); (3) workforce planning; (4) budgeting. Skill in (5) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite). Ability to (6) manage division staff; (7) use proper research & investigative methods in gathering data; (8) originate meaningful & accurate documents involving complex subject matter; (9) evaluate multiple variables & determine specific course of action; (10) foster an environment of morale & cooperation as division head; (11) interpret & generate statistical reports; (12) handle sensitive & confidential contacts with public & government officials.
20	Administers federal & state equal employment laws, rules & guidelines: plans & develops goals & procedures for EOD to implement various equal opportunity programs throughout State.	Knowledge of 1, 2, 3, 4 Skill in 5 Ability to 6, 7, 8, 9, 10, 11, 12
10	Plans & conducts meetings, seminars, & conferences on equal employment opportunity for state employees, administrators, contractors, & any other interested parties or groups.	Knowledge of 1, 2, 3, 4, (13) training & development. Skill in 5 Ability to 6, 7, 8, 9, 10, 11, 12, (14) prepare & deliver speeches before specialized audiences & general public. *development after employment
	Unclassified per ORC 124.11 (A) (9) & overtime exempt	

JOB CODE 61315

apd 12-5-11 cl

List Position Numbers & Job Titles of Positions Directly Supervised:
20005983 Program Administrator 1
20005985 EEO Program Manager
20005991 EEO Program Manager
20006003 EEO Program Manager

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Randall J. Howard	12/5/11