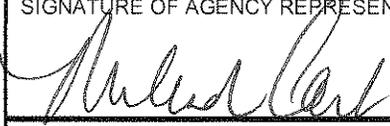


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104100
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005982 (3002.0)	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Assistant Deputy Director		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005981 (3000.0) Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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	Under direction of Deputy Director, plans, directs & manages daily programming functions of Equal Opportunity Division (EOD), including Affirmative Action/Equal Employment Opportunity, Construction Compliance, Minority Business Enterprise/Encouraging Diversity, Growth & Equity & Minority Affairs work units; evaluates, trains & disciplines divisional managers & other assigned staff on program initiatives & responsibilities; develops & composes comprehensive reports & correspondence as directed by Deputy Director; acts on behalf of Deputy Director in her absence.		Knowledge of (1) public or business administration; (2) supervisory principles & techniques; (3) Minority Business Enterprise, Affirmative Action/EEO & Construction Compliance issues; (4) customer service techniques; (5) management; (6) law & rules governing EEO; (7) civil service & collective bargaining laws, rules & regulations (e.g., ORC, OAC); (8) project management; (9) workforce planning; (10) employee training & development. Skill in (11) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite). Ability to (12) define problems, collect data, establish facts & draw valid conclusion; (13) handle sensitive customer inquiries & contacts with general public & government officials; (14) deal with many variables & determine specific action; (15) develop complex reports & position papers; (16) establish friendly employment & customer-oriented environment within division.	
30	Composes & establishes policies & procedures to improve efficiency & effectiveness of divisional work units; creates goals & objectives for each work unit within division; reviews & analyzes progress of each work unit in obtaining goals & objectives.		Knowledge of 1, 3, 6, 7 Skill in 11 Ability to 12, 14, 15	
			*developed after employment	
JOB CODE 63133	List Position Numbers & Job Titles of Positions Directly Supervised: 20005985 EEO Program Manager 20006007 Management Anal Supv 1 20005991 EEO Program Manager 20078798 Management Anal Supv 2 20006003 EEO Program Manager		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 4/21/10	

apl 4-21-10 al

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104100
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005982 (3002.0)	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Assistant Deputy Director		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005981 (3000.0) Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 2 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	
	10	Responds to inquiries from state government officials, state representatives, business owners, state employees & other interested parties by e-mail, telephone, in writing & in person concerning divisional programming initiatives; resolves complaints impacting division operations; explains divisional policies & procedures to general public, as needed.	Knowledge of 1, 3, 4, 6, 7, 11, 12, 13, 14 Skill in 11 Ability to 12, 13, 14, 15	
	20	Directs & oversees fiscal program activities: works in conjunction with Service Assurance unit to compose EOD's bi-annual budget & annual allotment documents/files; reviews & signs off on all divisional program expenditures on behalf of Deputy Director; monitors divisional budget status on an ongoing basis; recommends & institutes personnel & budgetary changes as directed by Deputy Director.	Knowledge of 1, (17) budgeting. Skill in 11 Ability to 12, 14, 15, (18) calculate fractions, decimals & percentages.	
		This position is unclassified per Section 124.11 (A) (9) of the Ohio Re- vise Code	*developed after employment	
		List Position Numbers & Job Titles of Positions Directly Supervised: 20005985 EEO Program Manager 20006007 Management Anal Supv 1 20005991 EEO Program Manager 20078798 Management Anal Supv 2 20006003 EEO Program Manager	SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 7/24/10	

apd 4-21-10 al

JOB CODE TITLE
 Administrative Officer 3
 JOB CODE
 63133