

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104100

DIVISION OR INSTITUTION
Equal Opportunity Division

UNIT OR OFFICE
Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005982

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Administrative Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type: Executive

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
30	Under direction of Deputy Director, plans, directs & manages daily functions of Equal Opportunity Division's (EOD's) AA/EEO, Construction Compliance, Minority Business Enterprise/Encouraging Diversity, Growth & Equity, and MLK, Jr. Commission work units; trains & directs divisional managers & other assigned staff on program initiatives & responsibilities; develops & composes comprehensive performance reports & recommendations, as directed by Deputy Director.	Knowledge of (1) public or business administration; (2) statistics; (3) supervisory principles & techniques; (4) Minority Business Enterprise, Affirmative Action/EEO & Construction Compliance issues; (5) customer service techniques; (6) management; (7) law & rules governing EEO; (8) civil service & collective bargaining laws, rules & regulations (e.g., ORC, OAC); (9) project management; (10) workforce planning; (11) employee training & development. Skill in (12) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite); (13) calculator. Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) handle sensitive customer inquiries & contacts with general public & government officials; (16) deal with many variables & determine specific action; (17) develop complex reports & position papers; (18) establish friendly employment & customer-oriented environment within division.
30	Performs analyses, prepares & presents summaries in order to support major program units of EOD (e.g., AA/EEO, MBE/EDGE, Construction Compliance, MLK, Jr. Commission): develops programs for statistical collection & analysis (e.g., determines appropriate sampling methodologies; oversees & participates in development of forms, oversees & participates in choosing analytical approaches); reviews & does complex analysis of statistical data (e.g., central tendencies, multiple regression); interprets complex analytical approaches; designs evaluation	Knowledge of 1, 2, 4, 5, 7, 8, 9 Skill in 12, 13 Ability to 14, 15, 16, 17, (19) use proper research methods in gathering data; (20) interpret extensive variety of technical material in books, journals, & manuals; (21) work independently. *developed after employment

JOB CODE TITLE
Administrative Officer 3

JOB CODE
63133

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE DATE

Robert Weir

2/12/13

apd 2/12/13 cl

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Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	tools & develops methodologies to assess program effectiveness; computes & analyzes data using statistical formulas, computer, or calculator; compiles reports, charts, tables or graphs that describe & interpret findings of analyses (e.g., monthly, quarterly & yearly MBE & EDGE; workforce & Construction project compliance, statewide EEO complaint system, ad hoc reports); confers with EEO Program Managers to coordinate activities associated with reporting requirements; maintains records & checks source data to verify completeness & accuracy.	
20	Composes & establishes policies & procedures to improve efficiency & effectiveness of divisional work units; creates goals & objectives for each work unit; reviews & analyzes progress of each work unit in accomplishing its program's goals & objectives.	Knowledge of 1, 4, 7, 8 Skill in 12 Ability to 14, 16, 17
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 Skill in 12 Ability to 14, 15, 16, 17
10	Directs & oversees fiscal program activities; works in conjunction with Service Assurance unit to compose EOD's bi-annual budget & annual allotment documents/files; monitors divisional budget status on an on-going basis; recommends & institutes personnel & budgetary changes as directed by Deputy Director.	Knowledge of 1, (22) budgeting. Skill in 12 Ability to 14, 16, 17, (23) calculate fractions, decimals & percentages.
This position is unclassified per Section 124.11 (A) (9) of the Ohio Revised Code		
		*developed after employment

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See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

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