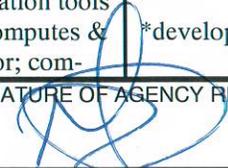


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104000
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005982	<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 See Table of Organization
	<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: Executive
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	
20	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: develops & composes comprehensive performance reports & recommendations, as directed by Deputy Director; composes & establishes policies & procedures to improve efficiency & effectiveness of divisional work units (e.g., creates goals & objectives, reviews & analyzes progress in accomplishing its program's goals & objectives); supervises assigned staff (e.g., trains & directs divisional managers & other assigned staff on program initiatives & responsibilities, approves leave & payable time, creates & administers performance evaluations).	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.	
20	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 tools & develops methodologies to assess program effectiveness; computes & analyzes data using statistical formulas, computer, or calculator; com-	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.	
63133	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/2/15

Appd 2.2.15 (cc)

