

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

POSITION NUMBER 20005984	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Program Administrator 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005981 Deputy Director 5
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential		Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22
		If FLSA Exempt, exemption type: Administrative	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
35	Acts for Equal Opportunity Division (EOD) Deputy Director by providing program direction & assistance with variety of difficult administrative duties: reviews relevant sections of Ohio Revised Code (ORC) & Ohio Administrative Code (OAC) & recommends plans & strategies to ensure compliance with Minority Business Enterprise/Encouraging Diversity, Growth & Equity (MBE/EDGE) & Construction Compliance statutory requirements (e.g., annual EDGE goals & Grade Cards); monitors MBE/EDGE & Construction Compliance program activities to ensure division objectives are met; formulates & implements program policy for analysis & reporting requirements; conducts research to gather information about project requirements; provides instruction & technical advice relative to data collection methods to ensure validity, applicability & efficiency; discusses presentation requirements to determine suitability for stakeholders.	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. Skill in (10) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, PeopleSoft modules); (11) calculator. Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) use proper research methods in gathering data; (14) interpret extensive variety of technical material in books, journals & manuals; (15) handle sensitive customer inquiries & contacts with general public & government officials; (16) work independently; (17) deal with many variables & determine specific action; (18) develop complex reports & position papers.
65	Performs analyses, prepares & presents summaries in order to support MBE/EDGE & Construction Compliance program units: 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	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18 *developed after employment
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
		DATE
		4/10/13

apd 4-11-13 cl

JOB CODE
63123

JOB CODE TITLE
Program Administrator 2

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

POSITION NUMBER 20005984	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Program Administrator 2	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005981 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative

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
	approaches; designs evaluation 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); confers with MBE/EDGE & Construction Compliance EEO Program Managers to coordinate activities associated with reporting requirements; maintains records & checks source data to verify completeness & accuracy.	
		*developed after employment

JOB CODE TITLE
 Program Administrator 2

JOB CODE
 63123

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		4/10/13

apd 4-11-13 al