

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104300
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Minority Business Enterprise / Encouraging Diversity, Growth and Equity	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005984	<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 Program Administrator 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization										
<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 CODE TITLE Program Administrator 2	JOB CODE 63123	<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>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) statutory requirements (e.g., annual EDGE goals & Grade Cards); monitors MBE EDGE 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.</td> <td>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.</td> </tr> <tr> <td>65</td> <td>Performs analyses, prepares & presents summaries in order to support MBE EDGE program unit: 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</td> <td>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</td> </tr> </tbody> </table>		%	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) statutory requirements (e.g., annual EDGE goals & Grade Cards); monitors MBE EDGE 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.	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List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/11/13									

apd 12-10-13 al

