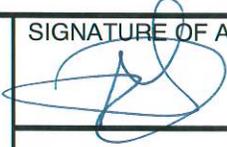


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104000
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Business Certification & Compliance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005985 JOB TITLE EEO Contract/Program Manager JOB CODE 69165	<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		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	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. (Report in location and work hours subject to change).			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Directs, manages & monitors daily operations of Business Certification & Compliance unit which consists of Minority Business Enterprise (MBE), Encouraging Diversity, Growth & Equity (EDGE), Veteran-friendly Business Enterprise (VBE), & Construction Compliance programs, & acts as unit supervisor over lower level EEO staff: analyzes & develops policies & procedures for statewide oversight; formulates & implements Business Certification & Compliance policies & recommends policy changes; formulates & directs implementation of relevant state laws & Gubernatorial Executive Orders concerning programs; develops appropriate research tools & methods of data collection & designed research projects; handles sensitive & confidential information & inquiries from employees, state agencies, government & legislative officials, special interest groups & external customers, & interprets related state & federal EEO law; assists in developing/reviewing legislation impacting operations & programs; assigns & monitors processing of all applications for certification/recertification & all construction compliance reviews; hires, trains, supervises, evaluates & disciplines staff assigned to operational unit.	Knowledge of (1) management; (2) state & federal employment/EEO laws*; (3) training & development; (4) government structure & process*; (5) supervision; (6) Business Certification & Compliance program standards*. Skill in (7) use of personal computer & associated hardware/software (e.g., MS Office Suite: Word, Excel, Access, PowerPoint), PeopleSoft. Ability to (8) define issues/concerns, collect data, establish facts & draw valid conclusions, (9) handle telephone, in-person, written & sensitive inquiries/contacts from government officials, contractors, MBEs, special interest groups & public; (10) establish friendly atmosphere as supervisor.	
	15	Monitors & resolves technical issues within data management system to ensure accurate & efficient collection of Business Certification & Compliance program data/information: utilizes Ohio Business Gateway & Omnicom systems to access MBE/EDGE/VBE & construction compliance vendors; creates & runs queries to retrieve essential program data from data management system; monitors Business Certification & Compliance web site to provide easy access & use of site by business customers, state agencies, boards, commissions, & state colleges & universities.	Knowledge of 1, 2, 4, 6*, (11) information technology; (12) technical management of Web site; (13) statistical analysis. Skill in 7, (14) database maintenance; (15) use of Web editing software; (16) writing code for data retrieval. Ability to 8, 10	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/23/16
			*developed after employment.	

Apr 6.23.16 cc

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

POSITION NUMBER 20005985	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>									
			Agency Organizational Tree									
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NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. (Report in location and work hours subject to change).												
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
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Apr 6.23.16 cc