

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
20005985

JOB TITLE
EEO Program Manager

JOB CODE
69175

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

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

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified If FLSA Exempt, exemption type: Administrative
 Intermittent 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
50	Directs, manages & monitors daily operations of statewide Minority Business Enterprise (MBE) & Encouraging Diversity, Growth & Equity (EDGE) programs & acts as unit supervisor over lower level EEO staff; analyzes & develops policies & procedures for statewide oversight; formulates & implements EEO policies & recommends policy changes; formulates & directs implementation of relevant state laws & gubernatorial Executive Orders concerning statewide MBE/EDGE programs; develops appropriate research tools & methods of data collection for units within Equal Opportunity Division & 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 within MBE/EDGE programs; 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) MBE/EDGE 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 MBE/EDGE program data/information: utilizes Ohio Business Gateway & Omnicom systems to access MBE/EDGE vendors; creates & runs queries to retrieve essential program data from data management system; develops & maintains MBE/EDGE 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

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/23/13

apd 9-25-13

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 20005985	<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 2 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
25	Develops budget for unit & monitors spending for MBE/EDGE program: monitors unit expenditures to comply with fiscal year budgetary restraints; creates & distributes quarterly EDGE &/or MBE expenditure reports to state agencies, boards, commissions, & state colleges & universities; composes program narrative & statistical reports; develops & composes policies/procedures to effectively & efficiently operate MBE/EDGE programs in accordance with executive orders, laws/regulations & programming properties; composes position papers on programming initiatives pertinent to unit activities; provides guidance & technical assistance to state agencies on improvement to EEO programs; inputs & extracts statistical data on employment trends such as MBE/EDGE purchases, & expenditures; develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment; advises unit staff on approval/disapproval of non-routine business certification/recertification requests; investigates complaints against MBE/EDGE companies accused of acting as a front for another business; composes reports, delineating findings & recommendations; prepares staff for testimony & prepares/reviews & forwards data to legal counsel for adjudication hearing (e.g. Ohio Revised Code 119).	Knowledge of 1, 2*, 4*, 6*, (17) fiscal management. Skill in 7 Ability to 8, 9
10	Advises & consults with staff of state agencies, boards, commissions, & state colleges & universities on how to meet MBE/EDGE program standards; delivers speeches; develops statewide training programs to educate state agencies, colleges & universities, boards & commission, other governmental entities, special interest groups & or public; trains new agency EEO managers regarding reporting responsibilities & internal processes (e.g. MBE/EDGE laws); attends meetings, conferences & seminars representing EOD administration; reviews & forwards data to legal counsel for MBE & EDGE certification decertification hearings; prepares information briefings & media releases; develops displays & or materials for publication dissemination.	Knowledge of 1, 2*, 3, 4*, 6* Skill in 7 Ability to 8, 9, (18) prepare & deliver speeches before specialized audiences & general public.

apd 9-25-13 cl

JOB CODE 69175	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/25/13
	*developed after employment		