

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 EEO Program Manager		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:	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 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. This position is overtime exempt	Knowledge of 1, 2*, 3, 4*, 6* Skill in 7 Ability to 8, 9, (18) prepare & deliver speeches before specialized audiences & general public. *developed after employment

apd 12-12-11 al

JOB CODE 69175	List Position Numbers & Job Titles of Positions Directly Supervised: 20005986 EEO Contract Officer 20005990 EEO Contract Officer 20005988 EEO Contract Officer 20006001 EEO Contract Officer 20005989 EEO Contract Specialist
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SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/2/11
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