100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104300

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Minority Business Enterprise / Encouraging Diversity, Growth and Equity	Franklin

POSITION NUMBER
20005985

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
EEO Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005641 State Purchasing Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ 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.

JOB CODE TITLE
EEO Program Manager

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, Lotus Notes). 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 for 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

JOB CODE
69175

List Position Numbers & Job Titles of Positions Directly Supervised:
20005986 EEO Contract Officer
20005988 EEO Contract Officer
20005989 EEO Contract Specialist
20005990 EEO Contract Officer
20006001 EEO Contract Officer

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven for

DATE: 10/6/11

Appt 10.6.11 (ED)

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104300

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General Services Division	Minority Business Enterprise / Encouraging Diversity, Growth and Equity	Franklin

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☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt
If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE
EEO Program Manager

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

JOB CODE 69175

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20005989 EEO Contract Specialist
20005990 EEO Contract Officer
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SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 10/6/11

Appl 10·6·11