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 Unit	Franklin

POSITION NUMBER 20005988

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
EEO Contract Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005985 EEO Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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 Contract Officer

JOB CODE
69161

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Reviews, analyzes, evaluates & interprets certification/recertification application information/data to determine whether or not company is eligible to participate in Minority Business Enterprise (MBE) &/or Encouraging Diversity, Growth & Equity (EDGE) programs: independently travels statewide to conduct onsite reviews of business facilities; interviews business owner(s) & other key staff to collect pertinent business operational data; reviews & analyzes company records (e.g., tax forms, board minutes, stock certificates, leasing documents & operational records); recommends to supervisor eligibility of business for certification/recertification/decertification into MBE/EDGE programs; investigates irregularities in documents submitted by businesses for program participation.	Knowledge of (1) DAS/EOD laws, regulation & procedures*; (2) business structures & types; (3) government structure & process*; (4) employee training & development; (5) public relations; (6) interviewing; (7) EEO laws & regulations. Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office Word, Excel, Access, Lotus Notes). Ability to (9) obtain & maintain valid driver's license & operate motor vehicle; (10) define problems, collect data, establish facts & draw technical conclusions; (11) calculate fractions, decimals & percentages; (12) handle sensitive inquiries from state agency representatives, business owners & general public; (13) compose statistical reports; (14) gather, collate & classify information about data, people & things.
25	Assists & advises agency representatives on policies & procedures critical to implementation & compliance with EDGE & MBE program standards: meets with agency representatives to facilitate utilization of EDGE & MBE companies for state agency procurement needs (i.e., goods/services, professional services, information technology, architecture/engineering, & construction); meets & responds verbally & in writing to inquiries from business owners &/or their representatives concerning program policies, procedures & qualification guidelines for program participation; interprets EDGE & MBE Ohio Revised Code (ORC) & Ohio Administrative Code (OAC) provisions to all interested parties; responds verbally &/or by e-mail to General Services Division (GSD) staff, other state agency staff &/or state officials concerning	Knowledge of 1*, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 10, 11, 12, 14 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	10/6/11

Appl 10.5.11 [illegible]

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 Unit	Franklin

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☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
EEO Contract Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005985 EEO Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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
	certification status of company; presents training materials to various audiences (e.g., state agency purchasing representatives, business owners & other interested groups) to EDGE & MBE programming guidelines & issues; as directed, assists GSD staff &/or other state agency purchasing staff with competitive bid process relative to EDGE & MBE business participation; testifies at EDGE & MBE hearings concerning certification issues; collects, evaluates & analyzes business records for hearing testimony purposes.	
20	Maintains EDGE & MBE program records & files: answers EDGE/MBE unit telephones to serve business community & general public; enters & updates computerized databases to maintain accurate & complete records for EDGE & MBE programs; composes reports, correspondence, official documents, etc. for both programs; analyzes programming statistical data from state agency &/or business point of view; logs in telephone calls & documentation as directed by supervisor.	Knowledge of 1*, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 10, 11, 12, 13, 14

*developed after employment

JOB CODE TITLE
EEO Contract Officer

JOB CODE
69161

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 10/6/11

Appl 10.5.11 aw