

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104000
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Minority Business Enterprise / Encouraging Diversity, Growth and Equity	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005989 JOB CODE TITLE EEO Contract/Program Specialist JOB CODE 69163	<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 Contract/Program Specialist		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 <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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		
25	computer to create & maintain electronic systems (e.g., databases & logs of audits, correspondence, reports). Acts as departmental liaison to industry peers/organizations, state agencies, colleges/universities: monitors procurement activities to ensure MBE/EDGE participation; provides agencies, colleges & universities with assistance to reach MBE/EDGE requirements; acts as referral agent for MBE/EDGE businesses; assists in developing & monitoring proposals &/or plans related to enhancing EEO programs; monitors legislative changes for departmental impact; prepares written report of all activities.	Knowledge of 1, 2, 3, 4, 5*, 6 Skill in 8 Ability to 11, 12, 13, 14, 15, 16, 17		
10	Provides statewide oversight of MBE/EDGE Annual Projection Plans for commissions, agencies, colleges & universities; presents technical assistance & information at pre-construction meetings to inform contractors of EDGE obligations under law (e.g., percentage of participation, reporting requirements); analyzes & approves/disapproves MBE/EDGE Annual Projection Plans completed by state agencies, commissions, colleges & universities to ensure accuracy & compliance with applicable laws; makes recommendations on actions to take for non-compliant agencies.	Knowledge of 1, 2, 3, 4, 5*, 6 Skill in 8 Ability to 11, 12, 13, 14, 15, 16, 17		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Blair/nw</i>	DATE 10/28/14	

Apd 10.28.14 (ee)