

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
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POSITION NUMBER 20005989	<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 Specialist	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005985 EEO Program Manager
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<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 1 of 2
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

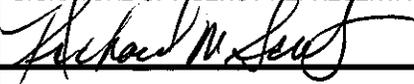
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Under direction of Equal Employment Opportunity (EEO) Program Manager, acts as lead worker over EEO Contract Officers engaged in monitoring certification of vendors in MBE/EDGE programs throughout state of Ohio: assists in overall coordination of statewide MBE/EDGE audits in accordance with state laws (e.g.123:151), rules & regulations; acts as lead worker & coordinates activities of EEO Contract Officers (when required by manager) in conducting of MBE/EDGE compliance & field audits; ensures team members have scheduled appropriate MBE/EDGE audits & performed audits in timely manner; assigns EEO Contract Officers when team audits are required; provides work direction & training (e.g., how to conduct audit, electronic & manual submission of audit & paperwork) in field & in office; assists in developing & conducting training workshops & seminars on MBE/EDGE compliance; makes recommendations of approval/disapproval of officers' audits; maintains sensitive materials; performs related administrative & recordkeeping tasks (e.g., drafts letters, reports, & memos; submits weekly compliance reports).	Knowledge of (1) EEO & affirmative action regulations & procedures; (2) federal & state construction compliance laws; (3) interviewing; (4) public relations; (5) government structure & process*; (6) project planning & management; (7) employee training & development. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Office, Lotus Notes); (9) developing presentation materials (e.g., PowerPoint slide presentations & handouts); (10) conducting & coordinating training workshops. Ability to (11) establish & maintain good rapport with co-workers, supervisor & others with whom contact / collaboration is required; (12) perform calculations involving basic math, fractions & percentages; (13) define problems, collect data, establish facts & draw technical conclusions; (14) perform linear trends analysis; (15) handle sensitive contacts, materials, & inquiries with contractors & others; (16) prepare reports & maintain records; (17) gather, collate & classify information about data, people or things.
30	Travels statewide to conduct onsite audits (when required); conducts MBE/EDGE audits of difficult or special issue companies to determine appropriate MBE/EDGE status; assists with 119 hearings; conducts preliminary audit on all MBE/EDGE applications & recertifications & approves/disapproves; makes recommendations to EEO Program Manager for approval/disapproval of MBE/EDGE status; utilizes personal	Knowledge of 1, 2, 3, 4, 5*, 6 Skill in 8 Ability to 11, 12, 13, 14, 15, 16, 17, (18) maintain valid driver's license. * developed after employment

JOB CODE TITLE
EEO Contract Specialist

JOB CODE
69163

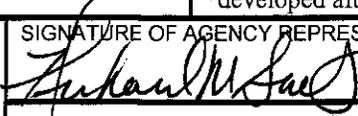
List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/12/11
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apd 12-12-11 cl

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	USUAL WORKING TITLE OF POSITION EEO Contract Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005985 EEO Program Manager	
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	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
	computer to create & maintain electronic systems (e.g., databases & logs of audits, correspondence, reports).	
25	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 
		DATE 12/2/10

apd 12-12-10

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 69163
 EEO Contract Specialist