POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104500

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Construction Compliance	Franklin

POSITION NUMBER 20005991

JOB TITLE EEO Program Manager

JOB CODE 69175

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Directs, manages & monitors daily operations of statewide Construction Compliance program & 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 Construction Compliance program; develops appropriate research tools & methods of data collection for units within EOD & 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 & all compliance reviews within Construction Compliance program; manages Affirmative Action Program Verification (AAPV) process & approves compliant affirmative action plans; hires, trains, supervises, evaluates & disciplines staff assigned to operational unit.	Knowledge of (1) management; (2) state & federal employment/EEO laws relating to construction compliance *; (3) training & development; (4) government structure & process*; (5) supervision; (6) construction compliance program standards*; (7) construction trades & industry. Skill in (8) use of personal computer & associated hardware/software (e.g., MS Office, Lotus Notes). Ability to (9) define issues/concerns, collect data, establish facts &draw valid conclusions, (10) handle telephone, in-person, written & sensitive inquiries/contacts from government officials, contractors, special interest groups & public; (11) establish friendly atmosphere as supervisor.
15	Recommends strategies for development & implementation of tracking systems: utilizes Ohio Business Gateway & Omnicom systems to access Construction Compliance vendors; monitors & resolves issues within data management system to ensure accurate & efficient collection of Construction Compliance program data/information; runs queries to retrieve essential program data from data management system; monitors Construction Compliance Web site to ensure easy access & use of site by business customers, state agencies, commissions, & state colleges & universities.	Knowledge of 1, 2, 4, 6*, (12) information technology; (13) statistical analysis. Skill in 8, (14) database maintenance. Ability to 9 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization	[signature]	12/5/13

apd 12-5-13 [initials]

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104500

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Construction Compliance	Franklin

POSITION NUMBER 20005991

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USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

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 TITLE
EEO Program Manager

JOB CODE
69175

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Develops budget for unit & monitors spending for Construction Compliance program: monitors unit expenditures to comply with fiscal year budgetary restraints; creates & distributes annual SWCAP report; composes program narrative & statistical reports; develops & composes policies/procedures to effectively & efficiently operate Construction Compliance program 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 employment of minority & women on state construction projects; 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 EEO complaints about/from applicants & minority & women on state construction projects, prepares reports of findings & final action to be taken/recommendation regarding future status of complaints; composes reports, delineating findings & recommendations.	Knowledge of 1, 2*, 4*, 6*, (15) fiscal management. Skill in 7 Ability to 9, 10
10	Advises & consults with staff of contract letting state agencies, commissions, & state colleges & universities on how to monitor compliance with Ohio's mandates for equal opportunity for all state & state assisted construction projects; delivers speeches; develops statewide training programs to educate state agencies, colleges & universities, commissions, other governmental entities, special interest groups & /or public; trains new agency EEO managers regarding reporting responsibilities & internal processes (e.g., Construction Compliance laws); attends meetings, conferences & seminars representing EOD administration; prepares information briefings & media releases; develops displays & /or materials for publication/dissemination.	Knowledge of 1, 2*, 3, 4*, 6* Skill in 7 Ability to 9, 10, (16) prepare & deliver speeches before specialized audiences & general public.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 12/5/13

Appd 12-5-13 ok