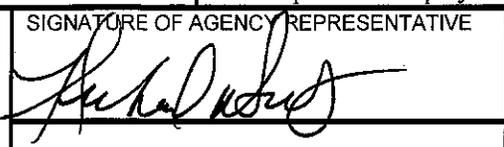


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104500
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Construction Compliance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005991	<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 Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005981 Deputy Director 5	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	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: 20005993 EEO Contract Specialist 20005996 EEO Contract Officer 20005994 EEO Contract Specialist 20005997 EEO Contract Specialist 20005995 EEO Contract Officer 20005998 EEO Contract Officer		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/2/11	

apd 12-12-11 cl

POSITION NUMBER
20005991

JOB CODE TITLE
EEO Program Manager

JOB CODE
69175

