

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

POSITION NUMBER 20005993	<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 20005991 EEO Program Manager	
	<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
	foreman, architects, superintendent, women & minority staff) using standardized questionnaires & independently designed questions; compiles & critically analyzes information gathered from interviews & other sources (e.g., minority subcontractor participation where applicable, company internal payroll records & current projects, employment reports & executive orders); utilizes results of critical analysis & research to prepare compliance review report that documents analysis & statistical findings, details areas in which company is compliant & makes recommendations to remedy areas found to be out of compliance; conducts follow-up reviews of companies to compare recommendations of previous reports to current practices & activities; reviews & approves/disapproves contractors' affirmative action program & reviews monthly utilization reports; reports results of compliance reviews & makes recommendations to EEO Program Manager; recommends approval/disapproval of certificate of compliance; utilizes personal computer to create & maintain electronic systems (e.g., databases & logs of compliance reviews, 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 project review process for commissions, agencies, colleges & universities on locally administered construction projects & projects administered by General Services Division: presents technical assistance & information at pre-construction meetings to inform contractors of EEO obligations under law (e.g., posting of EEO hiring requirements & company EEO policies, completion of Monthly Employment Utilization Reports, requirements for certificate of compliance); analyzes & approves/disapproves project review reports completed by state agencies, commissions, colleges & universities to ensure accuracy & compliance with applicable laws; makes determination of action on non-compliant contractors.	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>[Signature]</i>	DATE 12/12/11
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apd 12-12-11