100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID	
DAS/DAS104500	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Construction Compliance Unit	Franklin

POSITION NUMBER 20005993

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
EEO Contract Specialist	20005991 EEO Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 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 CODE TITLE
EEO Contract Specialist

JOB CODE
69163

%	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 & investigating employment practices of contractors on state-funded or state-assisted construction projects throughout state of Ohio: assists in overall coordination of statewide EEO Construction Programs in accordance with federal (e.g., 11246) & state laws, rules & regulations; acts as project manager & coordinates operation of EEO contract team members in conduct of EEO compliance & project reviews; ensures team members have scheduled appropriate compliance & project reviews & performed reviews in timely manner; initiates contact with contractors onsite; assigns staff onsite to areas within project; prepares final summary report of project review activity; provides work direction & training (e.g., how to conduct review, electronic & manual submission of contract information) in field & in office; assists in developing & conducting training workshops & seminars on EEO compliance; makes recommendations of approval/disapproval of officers' reports; 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 reviews & audit records maintained by construction contractors to determine if affirmative action program commitments have been maintained as required under State of Ohio Affirmative Action Program (e.g., hiring of minorities & females in construction trades): schedules interviews with construction contractors working on state & state-assisted projects; interviews people associated with construction contract (e.g., company chief executive officer,	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

Appd 10.5.11 ATO

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	10/6/11

POSITION DESCRIPTION

AGENCY/DEPT ID	
DAS/DAS104500	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Construction Compliance Unit	Franklin

POSITION NUMBER 20005993

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
EEO Contract Specialist	20005991 EEO Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ 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 CODE TITLE: EEO Contract Specialist

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

JOB CODE 69163

Appd 10.5.11 RTD

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	10/6/11