



# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS104500

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Construction Compliance Unit

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005994

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
EEO Contract Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005991 EEO Program Manager

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

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

JOB CODE TITLE  
EEO Contract Specialist

JOB CODE  
69163

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ce*

10/6/11

*April 10.5.11 pm*