

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104000
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Construction Compliance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005996 JOB CODE TITLE EEO Contract/Program Officer JOB CODE 69161	<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 Contract Compliance Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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 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	Operates motor vehicle to travel statewide to conduct on-site reviews & audit of records maintained by construction contractors to determine if they have maintained their affirmative action program commitments as required under State of Ohio Affirmative Action Program (hiring of minorities & females in construction trades); schedules interviews with construction contractors who are working on state projects; interviews persons associated with construction contract (e.g., company CEO, foreman, architects, superintendent, women & minority staff) using standardized questionnaires & independently designed questions; uses personal computer & associated hardware/software to compile & critically analyze information gathered from interviews & various resources, such as MBE subcontractor participation (where applicable), company internal business reports (e.g., payroll records, current projects) unemployment reports, & EEO Executive orders); from results of critical analysis & research, prepares compliance review report, which 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 previous report's recommendations with current practices & activities; reviews & approves/disapproves contractors' affirmative action program & monthly utilization reports; makes recommendation to supervisor for approval/disapproval of certificate of compliance.	Knowledge of (1) EEO & Affirmative Action law. Skill in (2) interviewing; (3) performing calculations involving addition, subtraction, multiplication, division of whole numbers, fractions & percentages; (4) use & interpretation of statistical analysis; (5) use of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, FileMaker Pro); (6) use of Internet as research tool*. Ability to (7) clearly & effectively communicate & convey information to individuals & groups; (8) handle sensitive contacts & inquiries with contractors, unions, staff & employees; (9) resolve complaints from angry customers; (10) cooperate, establish & maintain good rapport with coworkers, supervisor & others with whom contact/collaboration is required; (11) prepare & deliver speeches before specialized audiences & general public; (12) independently solve most problems; (13) research, gather, collate & classify information about data, people & things; (14) synthesize & analyze large amounts of data & come up with accurate & meaningful conclusions; (15) maintain organized & accurate records, (16) write well organized, meaningful, grammatically correct documents; (17) understand construction industry: business practices, organization, concept; (18) interpret extensive variety of tech*-developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
		<i>Robert Blain</i>	10/28/14	

Apd 10-28-14 (cc)

