

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

POSITION NUMBER 20005996	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Contract Compliance Officer		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
JOB CODE TITLE EEO Contract Officer			<p>nical material in books, journals, manuals (e.g., codes, union manuals, company policy manuals); (19) use & interpret non-verbal symbols in formulas, equations or graphs; (20) proofread technical materials, recognize errors & make corrections; (21) physically traverse & navigate terrain & obstacles on construction sites; (22) recognize unusual or threatening conditions (e.g., safety hazards, irate persons) & take appropriate action; (23) obtain & maintain valid driver's license.</p>
	35	<p>Responsible for statewide oversight of project review process for boards, commissions, agencies, colleges & universities on locally administered construction projects & projects administered by GSD: reviews & approves/disapproves completed project review reports to ensure accuracy & compliance with applicable laws & makes determination of action on non-compliant contractors.</p>	<p>Knowledge of 1 Skill in 3, 4 Ability to 7, 12, 14, 15, 17, 18, 19, 20</p>
	10	<p>Performs related administrative & record keeping tasks: drafts letters, reports, memos, submits weekly reports of compliance reports & maintains various electronic databases.</p>	<p>Knowledge of 1 Skill in 3, 4, 5, 6* Ability to 7, 13, 14, 15, 16, 18, 19, 20</p>
	5	<p>Provides training on topics pertaining to agency & contractor EEO obligations under law: coordinates (e.g., creates/distributes announcements, processes registration, secures site, compiles materials) training of contract officers at state agencies, boards, commissions, colleges & universities; assists in developing & conducting training workshops & seminars on how to conduct project reviews on agency administered projects; presents technical information at pre-construction meetings to inform contractors of their EEO obligations under law.</p>	<p>Knowledge of 1, (24) training & development concepts & techniques (e.g., documentation, presentation, content considerations)*. Skill in 5, 6*, (25) use of presentation software (e.g., MS PowerPoint*) to create & run slide shows & produce training materials. Ability to 7, 8, 9, 10, 11, 13, 14, 16, 17, 18, 19, 20, 23 *developed after employment</p>

apd 12-12-11 al

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/12/11
--	--	------------------