

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

POSITION NUMBER 20005996 JOB CODE TITLE EEO Contract 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 20005991 EEO Program Manager
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
	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
		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.
35	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.	Knowledge of 1 Skill in 3, 4 Ability to 7, 12, 14, 15, 17, 18, 19, 20
10	Performs related administrative & record keeping tasks: drafts letters, reports, memos, submits weekly reports of compliance reports & maintains various electronic databases.	Knowledge of 1 Skill in 3, 4, 5, 6* Ability to 7, 13, 14, 15, 16, 18, 19, 20
5	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.	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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/5/11
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App. 10.5.11 AW