

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/104500

DIVISION OR INSTITUTION  
Equal Opportunity Division

UNIT OR OFFICE  
Construction Compliance Unit

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005997 (3213.0)

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 (3202.0) EEO Program Manager

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

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
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

JOB CODE TITLE  
EEO Contract Specialist

JOB CODE  
69163

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

8/24/10

*apl 8-24-10 cel*

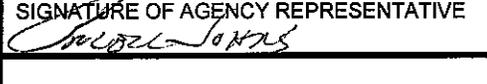
<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/104500
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Construction Compliance Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005997 (3213.0)	<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 EEO Contract Specialist	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005991 (3202.0) EEO Program Manager
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified                     Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 14
	<input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	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  *developed after employment

apd 8-24-10 al

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/24/10
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