100-300U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104500

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Construction Compliance	Franklin

POSITION NUMBER 20005998

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Contract Compliance Officer

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

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ 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 CODE TITLE: EEO Contract Officer

JOB CODE: 69161

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: Richard M. Sart

DATE: 12/12/11

appd 12-12-11 al

100-300U

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Bargaining Unit 14

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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: Richard M. Scott

DATE: 12/21/11

Appl 12-12-11 al