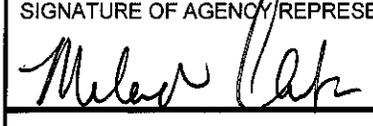


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104300
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Minority Business Enterprise / Encouraging Diversity, Growth and Equity Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006001	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION EEO Contract Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005985 (3100.0) 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 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Part-time			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
55	Reviews, analyzes, evaluates & interprets certification/recertification application information/data to determine whether or not company is eligible to participate in Minority Business Enterprise (MBE) &/or Encouraging Diversity, Growth & Equity (EDGE) programs: independently travels statewide to conduct onsite reviews of business facilities; interviews business owner(s) & other key staff to collect pertinent business operational data; reviews & analyzes company records (e.g., tax forms, board minutes, stock certificates, leasing documents & operational records); recommends to supervisor eligibility of business for certification/recertification/decertification into MBE/EDGE programs; investigates irregularities in documents submitted by businesses for program participation.	Knowledge of (1) DAS/EOD laws, regulation & procedures*; (2) business structures & types; (3) government structure & process*; (4) employee training & development; (5) public relations; (6) interviewing; (7) EEO laws & regulations. Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office Word, Excel, Access, Lotus Notes). Ability to (9) obtain & maintain valid driver's license & operate motor vehicle; (10) define problems, collect data, establish facts & draw technical conclusions; (11) calculate fractions, decimals & percentages; (12) handle sensitive inquiries from state agency representatives, business owners & general public; (13) compose statistical reports; (14) gather, collate & classify information about data, people & things.		
25	Assists & advises agency representatives on policies & procedures critical to implementation & compliance with EDGE & MBE program standards: meets with agency representatives to facilitate utilization of EDGE & MBE companies for state agency procurement needs (i.e., goods/services, professional services, information technology, architecture/engineering, & construction); meets & responds verbally & in writing to inquiries from business owners &/or their representatives concerning program policies, procedures & qualification guidelines for program participation; interprets EDGE & MBE Ohio Revised Code (ORC) & Ohio Administrative Code (OAC) provisions to all interested parties; responds verbally &/or by e-mail to General Services Division (GSD) staff, other state agency staff &/or state officials concerning	Knowledge of 1*, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 10, 11, 12, 14 *developed after employment		
JOB CODE 69161	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-12-11	

apd 5-12-11al

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104300

DIVISION OR INSTITUTION

UNIT OR OFFICE

COUNTY OF EMPLOYMENT

Equal Opportunity Division

Minority Business Enterprise / Encouraging Diversity, Growth and Equity Unit

Franklin

POSITION NUMBER
20006001

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
EEO Contract Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005985 (3100.0) EEO Program Manager

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14

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. **Part-time**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	<p>certification status of company; presents training materials to various audiences (e.g., state agency purchasing representatives, business owners & other interested groups) to EDGE & MBE programming guidelines & issues; as directed, assists GSD staff &/or other state agency purchasing staff with competitive bid process relative to EDGE & MBE business participation; testifies at EDGE & MBE hearings concerning certification issues; collects, evaluates & analyzes business records for hearing testimony purposes.</p>	
20	<p>Maintains EDGE & MBE program records & files: answers EDGE/MBE unit telephones to serve business community & general public; enters & updates computerized databases to maintain accurate & complete records for EDGE & MBE programs; composes reports, correspondence, official documents, etc. for both programs; analyzes programming statistical data from state agency &/or business point of view; logs in telephone calls & documentation as directed by supervisor.</p>	<p>Knowledge of 1*, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 10, 11, 12, 13, 14</p>

*developed after employment

JOB CODE TITLE
EEO Contract Officer

JOB CODE
69161

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Melvin Carter

5-12-11

apd 5-12-11 al