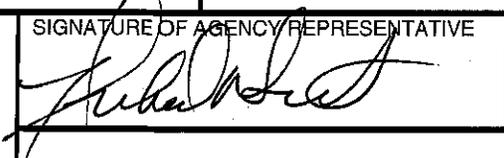


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS104200
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Affirmative Action/Equal Employment Opportunity	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006002	<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 Clerk 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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: Executive	Bargaining Unit 09 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 p.m.				

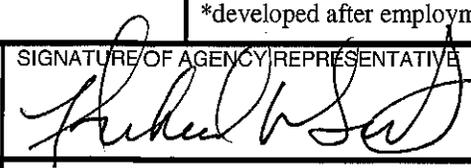
JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Performs specialized clerical tasks to support Affirmative Action/Equal Employment Opportunity (AA/EEO) unit: functions as Equal Employment Opportunity (EEO) Discrimination Complaint System lead for employees & applicants filing EEO discrimination complaints received at Equal Opportunity Division (EOD); handles confidential discrimination complaint information; checks system daily for complaint activity; assigns new cases to EEO enforcement officers; assigns accepted discrimination complaints to agency EEO investigators; reviews submitted investigation reports for completion & approval; sets up & maintains state agency user accounts for agency EEO investigators; discusses technical issues with users & forwards to DAS system administrator for resolution.	Knowledge of (1) agency regulations; (2) policies & procedures; (3) public relations; (4) office policies & procedures; (5) addition, subtraction, multiplication & division. Skill in (6) operation of personal computer & associated hardware/software (e.g., Windows XP, MS Word, Excel, Access, PowerPoint, Peoplesoft*, Ohio Business Gateway*) & use of Internet. Ability to (7) deal with problems involving several variables within familiar context; (8) gather, collate & classify information about data; (9) communicate effectively, both orally & in writing; (10) cooperate with co-workers on group projects.
30	Performs Enterprise Learning Management (ELM) Tier 2 support duties for EEO online training: answers course questions, gives completion credit, enrolls & drops learners, views catalog, searches activity codes, creates Customer Relationship Management (CRM) case & opens & closes CRM cases with resolution.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10
10	Provides administrative support for EEO Academy & other training assignments: prepares certificates for presenters & students, sign-in forms, evaluations, & summarizes information; manages certification process for EEO Academy speakers' continuing legal education (CLE) credit, utilizes certification system to communicate with Ohio Supreme Court; manages AA/EEO unit record retention schedule & documents (e.g., EEO compliance reviews, closed discrimination complaints & EEO strategic plans); serves as point of contact for requesting stored documents; uploads state & local government EEO-4 survey for state of Ohio.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10  *developed after employment
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 3/14/13

JOB CODE TITLE  
Clerk 3  
  
 JOB CODE  
12113  
  
 April 5-14-13 al

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS104200
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Affirmative Action/Equal Employment Opportunity	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006002	<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 Clerk 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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: Executive	Bargaining Unit 09 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
5	Performs other related duties, as assigned (e.g., types AA/EEO correspondence, prepares reports in Excel, conducts follow-up phone calls); provides phone coverage for EOD, as needed; assists Ohio Business Gateway system division-wide certification program users with user names, passwords, & certificate downloading.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10

JOB CODE 12113	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/14/13
	*developed after employment		

apd 3-14-13 cl