

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS104000
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Affirmative Action/Equal Employment Opportunity	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006002	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION EEO Contract/Program Technician		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.                      (Report in location & work hours subject to change)			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Assists EEO contract/program officer &/or supervisor in reviewing EEO & affirmative action compliance of state agencies: conducts field or office compliance reviews; notifies state agencies of non-compliance findings & performs follow-up reviews; maintains discrimination complaint system; assigns new EEO complaints to agency EEO staff; sends reminder e-mails to EEO staff on overdue cases as well as EEO workforce data.	Knowledge of (1) EEO & affirmative action regulations & procedures; (2) interviewing; (3) public relations*. Skill in (4) use of personal computer & other office equipment (e.g., photocopier, facsimile machine*). Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) calculate fractions, decimals & percentages; (7) handle sensitive contacts & inquiries with state agencies, contractors, vendors, unions & general public; (8) prepare statistical reports & maintain records; (9) gather, collate, & classify information about data, people or things; (10) handle routine & sensitive telephone inquiries & contracts with contractors		
25	Collects, organizes & analyzes data to be used in research projects: prepares records & reports related to research projects or test results; researches, collects & compiles EEO & Affirmative action related data; summarizes 100+ training evaluation comments & sends to host agencies & /or speakers; formats & organizes EEO data in workforce reports; compiles, formats & organize EEO data within statewide discrimination complaint system; compiles discrimination complaint reports utilizing internal & external data; assists with identifying discrimination complaint trends; collects external EEO agency data for discrimination complaint reports; provides updates for weekly EEO Discrimination complaint report for Division; reviews "historical data" cases & updates information in discrimination complaint system accordingly; prepares & organizes EEO data for EEO staff to analyze; assists with determining structure & format of EEO reports; organizes & maintains historical EEO/AA data.	Knowledge of 1, 2, 3, (11) operational, mathematical, analytical or statistical research techniques used in problem solving or decision making Skill in 4 Ability to 5, 6, 7, 8, 9, 10, (12) prepare meaningful, concise & accurate reports		
List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE  	DATE  11/23/15	
JOB CODE 69160				

apd 11.19.15 (ee)

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POSITION NUMBER 20006002           JOB CODE TITLE EEO Contract/Program Technician           JOB CODE 69160	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION EEO Contract/Program Technician		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.    (Report in location & work hours subject to change)			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Provides technical information & advice to state agencies or contractors on EEO law: drafts basic analysis for EEO workforce & complaint status; responds to questions received via website or phone calls; serves as EEO ELM Point of Contact & Case Review Manager for statewide questions & issues; serves as ELM 2 Tier support for online training issues; receives ELM reports & provides information as needed; collaborates with AA/EEO Program Manager to respond in writing to questions regarding training content; serves as liaison to DAS Administrator for technical issues with state agency user accounts for resolution; provides information about recommended system updates to AA/EEO Program Manager to ensure systems are working at maximum efficiency; serves as liaison to work with HRD/IT to access OAKS related EEO data (i.e., workforce composition report & EEO-4 report).	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 12	
	10	Performs clerical tasks relating to EEO contract/program compliance responsibilities: prepares written correspondence & drafts narratives; prepares certificates, name tags, labels, charts, graphs; prepares Microsoft Power Point Presentations; drafts written correspondence via e-mail; organizes & maintains both hard files & electronic data; serves as point of contact for EEO/AA hard copy historical retention files; organizes statewide meetings & sends invitations to agency EEO Contract/Program Officers; serves as back-up by answering phones at front desk & assisting with Ohio Business Gateway as needed; other duties as assigned.	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 12   *developed after employment	
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Appd 11.19.15 (ee)