

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

POSITION NUMBER 20006003	<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 Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005815 Business Transformation 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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22  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
50	Directs, manages & monitors daily operations of statewide Affirmative Action/Equal Employment Opportunity (AA/EEO) program & acts as unit supervisor over lower level EEO staff: analyzes & develops policies & procedures for statewide oversight; formulates & implements EEO policies & recommends policy changes; formulates & directs implementation of relevant federal & state laws & Gubernatorial Executive Orders concerning statewide AA/EEO program; develops appropriate research tools & methods of data collection for units within EOD & designed research projects; handles sensitive & confidential information & inquiries from employees, state agencies, government & legislative officials, special interest groups & external customers, & interprets related state & federal EEO law; assists in developing/reviewing legislation impacting operations & programs; investigates complaints for state agency allegations, manages processing of discrimination allegations, prepares comprehensive monthly & yearly written reports, summarizing findings & recommendations; collects, organizes & implements statewide EEO administrative hearing process; hires, trains, supervises, evaluates & disciplines staff assigned to operational unit.	Knowledge of (1) management; (2) state & federal employment/EEO laws relating to construction compliance*; (3) training & development; (4) government structure & process*; (5) supervision; (6) construction compliance program standards*; (7) construction trades and industry. Skill in (8) use of personal computer & associated hardware/software (e.g., MS Office). Ability to (9) define issues/concerns, collect data, establish facts & draw valid conclusions, (10) handle telephone, in-person, written & sensitive inquiries/contacts from government officials, contractors, special interest groups & public; (11) establish friendly atmosphere as supervisor.
15	Corresponds with DAS legal staff regarding state agency investigation issues & potential resolutions, negotiated settlement agreements, & mediation processes: serves as liaison with government officials, state agency directors, representatives, legislators, contractors, state agencies, colleges & universities, boards & commissions, special interest groups &/or public; provides guidance & technical assistance to state agencies on improvement to EEO programs; monitors AA/EEO Web site to ensure easy access & use of site by state agencies, boards, commissions, & state colleges & universities.	Knowledge of 1, 2*, 4, 6*, (12) information technology; (13) statistical analysis Skill in 8 Ability to 9

\*developed after employment

JOB CODE 69175	JOB CODE TITLE EEO Program Manager	List Position Numbers & Job Titles of Positions Directly Supervised: 20006002 Clerk 3 20006004 EEO Enforcement Officer 20006005 EEO Enforcement Officer 20006006 EEO Enforcement Officer	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/4/11
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JOB CODE Appd 10/4/11 BMD

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	USUAL WORKING TITLE OF POSITION EEO Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005815 Business Transformation 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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22  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
25	Develops budget for unit & monitors spending for AA/EEO program; monitors unit expenditures to comply with fiscal year budgetary restraints; creates & distributes annual EEO report; composes program narrative & statistical reports; develops & composes policies/procedures to effectively & efficiently operate AA/EEO program in accordance with executive orders, laws/regulations & programming properties; composes position papers on programming initiatives pertinent to unit activities; provides guidance & technical assistance to state agencies on improvement to EEO programs; extracts statistical data on employment trends such as employment of minorities & women within state agencies; develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment; advises unit staff on approval/disapproval of non-routine complaint processing; oversees investigations of EEO complaints about/from applicants & state agency employees, prepares reports of findings & final action to be taken/recommendation regarding future status of complaints; composes reports, delineating findings & recommendations.	Knowledge of 1, 2*, 4*, 6*, (14) fiscal management. Skill in 7 Ability to 9, 10
10	Advises & consults with staff of contract letting state agencies, commissions, & state colleges & universities on how to monitor compliance with Ohio's mandates for equal opportunity for all state & state assisted construction projects; delivers speeches; develops statewide training programs to educate state agencies, colleges & universities, commissions, other governmental entities, special interest groups &/or public; trains new agency EEO managers regarding reporting responsibilities & internal processes (e.g., AA/EEO laws); attends meetings, conferences & seminars representing EOD administration; prepares information briefings & media releases; develops displays &/or materials for publication/dissemination.	Knowledge of 1, 2*, 3, 4*, 6* Skill in 7 Ability to 9, 10, (15) prepare & deliver speeches before specialized audiences & general public.
	This position is overtime exempt	

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