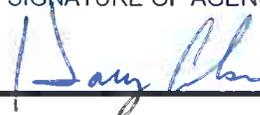


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS104200
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Affirmative Action/Equal Employment Opportunity	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006003           JOB TITLE EEO Program Manager           JOB CODE 69175           <i>apd 12-5-13 al</i>	<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		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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	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.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	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 agency compliance review written reports, summarizing findings & recommendations; develops guidelines, coordinates & 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 & industry. Skill in (8) use of personal computer & associated hardware/software (e.g., MS Office, Lotus Notes). 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, (14) database maintenance. Ability to 9	
	List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/5/13

<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 20006003           JOB TITLE EEO Program Manager           JOB CODE 69175           <i>apd 12-5-13al</i>	<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		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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	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.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	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*. (15) fiscal management. Skill in 7 Ability to 9, 10	
	10	Advises & consults EEO Managers of state agencies, boards & commissions, colleges & universities about the implementation of state & federal mandates for equal employment opportunity; 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, (16) prepare & deliver speeches before specialized audiences & general public.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/15/13