100-300U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104200

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Affirmative Action/Equal Employment Opportunity	Franklin

POSITION NUMBER 20006003

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
EEO Program Manager	20005981 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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 CODE TITLE
EEO Program Manager

JOB CODE 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 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 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

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: [signature]

DATE: 12/12/11

appl 12-12-11 al

100-300U

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AGENCY/DEPT ID
DAS/DAS104200

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Equal Opportunity Division	Affirmative Action/Equal Employment Opportunity	Franklin

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
EEO Program Manager	20005981 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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 CODE TITLE: EEO Program Manager

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 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; acts as liaison to OES for human resources issues.	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	*developed after employment

JOB CODE 69175

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: [signature]

DATE: 12/12/11

apd 12-12-11 ok