

POSITION DESCRIPTION

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
20006004

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
EEO Compliance Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
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
30	Under direction of EEO Program Manager, monitors multiple state agencies for compliance with Equal Employment Opportunity (EEO) & Affirmative Action regulations & established plans within assigned agencies; monitors development & implementation of EEO & Affirmative Action plan according to government regulations [e.g., Civil Rights Act of 1964, Title 7, Governor's Executive Orders, Administrative Rules 123:1-49-01 through 46, Ohio Revised Code, Age Discrimination Act (ADA), Americans with Disabilities Act of 1990, Genetic Information Non Discrimination Act (GINA), Military Status protection]; monitors development of policies & procedures to assure compliance in recruiting, hiring, & promotional opportunities.	Knowledge of (1) Affirmative Action laws, regulations & procedures; (2) ADA laws, regulations & procedures; (3) EEO laws & regulations (e.g., federal & state); (4) state & federal identified protected classes; (5) interviewing techniques; (6) public/human relations; (7) human resources laws; (8) DAS/EOD policies & procedures*; (9) government structure & process*; (10) employee training techniques. Skill in (11) operation of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*). Ability to (12) provide effective oral & written communications; (13) develop & present training curriculum & workshops for EEO constituents; (14) define problems, collect complaint data, determine jurisdictional requirements & draw valid conclusions; (15) handle sensitive contacts & inquiries from all state employees, agencies & managerial personnel; (16) prepare investigative or summary reports of findings; (17) obtain & maintain valid driver's license & operate motor vehicle.
30	Receives EEO complaints filed by state of Ohio employees & applicants under rules of Equal Opportunity Division of Ohio Department of Administrative Services; provides counseling (e.g., advises complainants & respondents regarding rights, obligations & EEO processes); answers technical questions regarding EEO issues from internal & external customers, &/or mediates disputes to resolve conflict between parties; determines jurisdiction for allegations of discrimination,	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17 *developed after employment

JOB CODE TITLE
EEO Contract/Program Officer

JOB CODE
69171

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Robert Blair/m

10/28/14

Appl 10-28-14 (eo)

POSITION DESCRIPTION		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 20006004	<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 Compliance Officer		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:	Bargaining Unit 14 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	
		harassment & retaliation; evaluates discriminatory incidents; accepts discrimination complaints to be investigated by agency EEO representative or rejects allegations that are not jurisdictional; forwards decision to agency for further processing; reviews investigative findings to ensure completeness & consistency; evaluates hearing request; makes recommendations for continued processing (e.g., appeal process); coordinates & attends EEO hearing.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17	
	25	Develops & conducts statewide EEO orientation for state agency EEO representatives: develops statewide EEO training academy; conducts viability needs assessment for Sexual Harassment, Harassment, Cultural Diversity & EEO familiarization training; provides EEO training to employees & management staff; prepares related training materials (e.g., training manuals, handouts, evaluations & agendas); summarizes training evaluations & provides feedback to state agencies.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17	
	15	Evaluates state agency EEO Strategic Plans for state/federal compliance: coordinates & conducts onsite compliance reviews; interviews agency personnel; analyzes human resources policies, practices & procedures; analyzes statistical data; writes compliance review reports & makes recommendations for corrective action & compliance strategies; serves as liaison with federal, state & local agencies, travels to attend meetings, conferences &/or training; serves on committees; performs other related duties as needed (e.g., researches EEO related information & responds to inquiries).	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17	
			*developed after employment	
JOB CODE 69171	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Blair/mw</i>	
			DATE 10/28/14	

Apd 10-28-14 (cc)