

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/104200
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Affirmative Action/Equal Employment Opportunity Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006005	<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 Enforcement Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006003 EEO 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 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															
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td></td> <td> Growth & Equity (MBE/EDGE) vendors/employees & employees of contractors & subcontractors involved with state construction projects); determines jurisdiction for allegations of discrimination, 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. </td> <td> Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17 </td> </tr> <tr> <td>25</td> <td> Develops & conducts statewide EEO orientation for state agency EEO representatives: develops statewide EEO training academy; provides training for Minority Business Enterprise/Encouraging Diversity, Growth & Equity (MBE/EDGE) vendors/employees & employees of contractors/subcontractors involved with state construction projects; 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. </td> <td> Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17 </td> </tr> <tr> <td>15</td> <td> 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). </td> <td> Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17 </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		Growth & Equity (MBE/EDGE) vendors/employees & employees of contractors & subcontractors involved with state construction projects); determines jurisdiction for allegations of discrimination, 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; provides training for Minority Business Enterprise/Encouraging Diversity, Growth & Equity (MBE/EDGE) vendors/employees & employees of contractors/subcontractors involved with state construction projects; 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
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List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/19/2012												

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