

<b>POSITION DESCRIPTION</b>		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 20006006	<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 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 p.m.                      (Report in location and work hours subject to change)				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	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 69161	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 7/23/15	

Apd 7.29.15 (ee)

<b>POSITION DESCRIPTION</b>		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 20006006	<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.      (Report in location and work hours subject to change)			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	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 Affirmative Action 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 69161	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE TITLE EEO Contract/Program Officer		DATE 7/29/15		

Apd 7.29.15 (cc)