

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Equal Opportunity Division

UNIT OR OFFICE
Affirmative Action / Equal Employment Opportunity Unit

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
EEO Enforcement Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006003 (03302.0) EEO Program Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|--|---|
| 60 | Under direction of Equal Employment Opportunity (EEO) Program Manager, evaluates affirmative action programs for the procurement processes of state letting agencies; evaluates the facilitation of EEO investigations by state agencies (e.g., online survey & other assessment tools); travels state-wide to investigate EEO complaints from state agency employees: upon initial contact with employee alleging discrimination or harassment, conducts interview to determine jurisdiction (e.g., acceptance or rejection of complaint based on applicable laws); notifies agency EEO Officer that employee has filed complaint & requests investigative report; reviews findings from agency report to ensure completeness & consistency in accordance with Ohio Administrative Code 123:1-49 & provides copies of report to complainant & any legal counsel; determines agencies' compliance/non-compliance with applicable laws/orders & makes recommendations for correction; advises complainants & respondents regarding rights, obligations & EEO processes; works with agency EEO Officer or other agency liaisons, employee & legal counsel to negotiate terms of agreement; schedules & coordinates formal hearing date, location & selection of hearing officer; advises hearing participants regarding EEO processes; recommends consideration for hearing requests in appeal process; drafts correspondence regarding disposition of case. | 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) DAS/EOD policies & procedures*; (8) government structure & process*; (9) employee training techniques. Skill in (10) operation of personal computer & associated hardware/software (e.g., MS Office Suite, Lotus Notes & OAKS*). Ability to (11) provide effective oral & written communications; (12) develop & present training curriculum & workshops for EEO constituents; (13) define problems, collect complaint data, determine jurisdictional requirements & draw valid conclusions; (14) interpret EEO & agency policy & implement Affirmative Action laws; (15) handle sensitive contacts & inquiries from all state employees, agencies & managerial personnel; (16) prepare investigative or summary reports of findings; (17) obtain & maintain State of Ohio driver's license & operate motor vehicle. |
| 20 | Evaluates state agency EEO Programs & Strategic Plans through onsite compliance reviews: interviews agency personnel; analyzes human resources policies, practices & procedures that ensure compliance with EEO in accordance with Ohio Administrative Rules 123:1-49, Title VII of Civil Rights Act of 1964, Americans With Disabilities Act of 1990 & other EEO related Gubernatorial Executive Orders; makes recommendations for corrective action & compliance strategies. | Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9 Skill in 10 Ability to 11, 13, 14, 15, 16, 17 *developed after employment |

POSITION CONTROL NUMBER
20006006 (03314.0)

CLASS TITLE
EEO Enforcement Officer

CLASS NUMBER
69171

add 11-13-07 cel

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



11/6/07

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20006003 (03302.0) EEO Program Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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| 15 | Facilitates EEO Academy for EEO managers, agency legal counsel & HR administrators; responds to state agency requests for EEO training by conducting viability needs assessment to determine type, content & level of training needed (e.g., Sexual harassment, Harassment & Cultural Diversity & EEO familiarization); coordinates training requirements with state agency EEO managers; analyzes & reviews training evaluations to improve overall training process; maintains training database (e.g., training schedule, number/status of employees trained, type of training) for EEO training conducted by Equal Opportunity Division; prepares related training materials (e.g., training manuals, handouts, evaluations & agendas). | Knowledge of 1, 2, 3, 4, 6, 7*, 8*, 9 Skill in 10 Ability to 11, 12, 13, 14, 17 |
| 5 | Serves on committees; attends & participates in meetings, conferences & training sessions; participates in workshops to maintain/enhance expertise; maintains statewide confidential electronic database & hard copies of records for complainants; prepares written correspondence; performs other related duties as needed (e.g., researches EEO related information & responds to Internet inquiries for EEO information). | Knowledge of 1, 2, 3, 4, 6, 7*, 8*, 9 Skill in 10 Ability to 11, 12, 13, 14, 17 *developed after employment |

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Darryl Reed

11/16/07

copy 11-13-07 ax