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 20006006

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
EEO Enforcement Officer	20006003 EEO Program Manager

☒ 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 CODE TITLE
EEO Enforcement Officer

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 69171

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 12/12/11

appl 12-12-11

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 20006006

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: EEO Enforcement Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006003 EEO Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ 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 CODE TITLE: EEO Enforcement Officer

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: [signature]

DATE: 12/12/11

appl 12-12-11 al