100-300U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Administrative Unit	Franklin

POSITION NUMBER 20006007

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Operations Manager	20005981 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30PM Report in location subject to change.

JOB CODE TITLE Management Analyst Supervisor 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Serves as Equal Opportunity Division (EOD) Operations Manager: oversees activities associated with special projects, as designated by Deputy Director; coordinates compilation & completion of required internal & external reports generated by EOD (e.g., Flexible Performance Measure Reports, Ohio Administrative Knowledge System (OAKS) generated reports, minority/women workforce utilization, construction reform, MBE/EDGE scorecard); formulates & implements operational policies & procedures to facilitate reporting requirements; reviews reports & confers with users about format, distribution & purpose, & to identify problems & improvements; serves as link between Deputy Director & EOD Program Managers & staff by handling questions & interpreting report data; conducts cost analysis on programs administered by EOD (e.g., certification, compliance reviews, EEO complaints); examines MBE/EDGE certification listing to classify business types & capacity; performs analysis of business structure to identify gaps & locate potential minority business ventures; provides advice & technical assistance with cost analysis to Outreach Coordinator in examining EOD programs, advertising & sponsorship (e.g., event & operating costs).	Knowledge of (1) DAS/EOD laws, regulations & procedures*; (2) fiscal management; (3) business administration; (4) public relations; (5) management; (6) data collection & analysis; (7) project management; (8) cost analysis. Skill in (9) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access, Outlook, PowerPoint, COGNOS); (10) use of calculator. Ability to (11) deal with many variables & determine specific course of action; (12) collect & analyze data; (13) determine project size, scope & complexity; (14) prepare & maintain accurate records & reports; (15) use proper research methods in gathering data; (16) handle routine & sensitive in-person, telephone & written contacts with internal/external customers.
20	Establishes guidelines to evaluate efficiency of EOD programs: prepares reports summarizing operational results, division performance, or accomplishments of specified objectives, goals, or plans; identifies industry trends with business strategy implications; makes recommendations based on analyses conducted; performs ongoing assessments to address program deficiencies (e.g., Minority/Women Workforce Utilization by Geographic Location report).	Knowledge of 1*, 3, 5, 6 Skill in 9, 10 Ability to 12, 14, 15
20	Performs other related duties as assigned: communicates relevant information to appropriate stakeholders; schedules meetings to gather information & clarify objectives; prepares correspondence, as needed; disseminates reports. This position is overtime exempt	Knowledge of 1*, 3, 4, 5, 6, 7 Skill in 9 Ability to 11, 12, 15, 16 *developed after employment

JOB CODE 63215

apd 4-8-10 al

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	4/8/10