100-300N

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104100

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

POSITION NUMBER 20078798

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Outreach 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 2

JOB CODE 63216

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Serves as agency manager for Equal Opportunity Division (EOD) in developing, coordinating & implementing measurable, aggressive Outreach program: develops & implements targeted recruitment program aimed at presenting potential opportunities within state government to MBE/EDGE business community; formulates & implements Outreach program policy; prioritizes outreach needs of internal & external customers; designs evaluation tools & develops methodologies to assess program effectiveness; creates & executes outreach events, which includes scheduling, staffing, & benchmarking; facilitates communication with primary sources of contact (e.g., personal contact, print media, radio, & networking events); establishes & oversees administrative procedures to meet program objectives; promotes ongoing relationships between state agencies & MBE/EDGE participants to improve exposure & build confidence between both parties; provides technical direction to EEO program managers & agency staff involved in implementation of program goals; acts as liaison to state network of resource centers (e.g., MCAP, SBCD, PTAC) on behalf of EOD; ensures that EOD outreach efforts include initiatives designed to increase number of minority & women workers working on construction contracts, & ensures that AA/EEO information is shared with entire state workforce.	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. Skill in (8) operation of personal computer & associated hardware/software (e.g, Microsoft Word, Excel, Access, Outlook, PowerPoint); (9) use of calculator. Ability to (10) deal with many variables & determine specific course of action; (11) collect & analyze data; (12) determine project size, scope & complexity; (13) prepare & maintain accurate records & reports; (14) handle routine & sensitive in-person, telephone & written contacts with internal/external customers & primary sources.
20	Prepares reports based on analysis conducted on Outreach program: prepares reports of unit activity; compiles data into usable reports (e.g., graphs, charts, tables); makes recommendations on changes in policy & procedures; develops program plans & strategy.	Knowledge of 1*, 3, 5, 6 Skill in 8, 9 Ability to 11, 13
20	Collaborates with various entities to support program goals: creates & implements outreach activities/initiatives that promote & nurture feeling of good will with MBE/EDGE community & state of Ohio; coordinates & attends meetings; makes telephone calls in order to ascertain data or needed information; prepares correspondence; other duties as needed.	Knowledge of 1*, 3, 4, 5, 6, 7 Skill in 8 Ability to 10, 11, 14
	This position is unclassified per ORC 124.11 (A)(9) & is overtime exempt.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Pauline Jones	8/18/10

appl 8-18-10 cl