

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Support Division

UNIT OR OFFICE  
Employee Services

POSITION NUMBER  
20005418 (512.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
EEO Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005412 (500.0) Human Resources Administrator 3

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

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>Serves as agency EEO Manager: formulates &amp; implements policies &amp; procedures (e.g., EEO Strategic Plan, Agency EEO Goals &amp; Objectives) on behalf of the agency; develops &amp; implements proactive methodologies to prevent &amp; address harassment &amp; discrimination; works directly with agency managers &amp; division/agency heads to promote effective, positive means of dealing with violations when they occur; reviews &amp; evaluates agency hiring practices &amp; operations to identify potential for challenge &amp;/or legal actions; meets with agency Chief Legal Counsel &amp; Human Resources Administrators to discuss situations with legal impact; implements appropriate corrective action; advises division personnel of procedures to bring closure to disciplinary actions &amp; mediations within established time-lines; administers agency Employee Assistance Program (EAP); provides guidance to divisions &amp; oversees coordination of training &amp; public relations programs; monitors program administration &amp; EAP participation agreements for employees facing potential discipline; ensures coordination of EAP services with other Human Resources Programs (e.g., Drug Free Work Place, ADA, FMLA, &amp; state employees' disability program).</p>	<p>Knowledge of (1) agency policies &amp; procedures;* (2) program management; (3) human relations; (4) equal opportunity laws, rules &amp; regulations (e.g., state, federal &amp; agency); (5) labor relations; (6) employee training methods; (7) agency programs (e.g., EEO Strategic Plan, EAP, ADA, FMLA, Drug Free Workplace)*. Skill in (8)conducting administrative investigations (e.g., performing analysis, writing investigatory reports &amp; preparing position statements in response to EEO complaints filed internally, &amp; formal complaints filed through Ohio Civil Rights Commission &amp;/or Federal Equal Opportunity Commission) (9) operation of a personal computer &amp; associated hardware/software (e.g., MS Word, Excel, Access); Ability to (10) build rapport with customers; (11) interpret &amp; apply laws, rules &amp; regulations relating to EEO; (12) multi-task; (13) write clear, concise &amp; accurate reports; (14) define problems, collect data, establish facts, draw valid conclusions &amp; initiate solutions; (15) recognize threatening situations &amp; take appropriate action; (16) effectively communicate in writing and verbally</p> <p>*developed after employment</p>

JOB CODE TITLE  
Management Analyst Supervisor 1

JOB CODE  
63215

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Alli N. Stauffer*

3/13/07

Apd 3-14-07 CB

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Administrative Support Division
	UNIT OR OFFICE Employee Services

POSITION NUMBER 20005418 (512.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION EEO Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 (500.0) Human Resources Administrator 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Provides technical assistance to divisions in EEO related matters (e.g., investigates charges of harassment/discrimination & assists in preparing cases involving Ohio Civil Rights Commission; makes provisions for counseling of any employee or applicant for employment who feels they have been discriminated against): on behalf of DAS, conducts investigations & hears complaints of discrimination received from employees & applicants (e.g., ensures procedures are properly followed in accordance with established timelines; independently prepares statements concerning claims/charges; provides pertinent information & documentation as requested by responsible persons; conducts interviews); monitors agency hiring practices (e.g., conducts analysis of current structure; prepares reports including recommendations to hire candidates under the EEO protected classes); develops & utilizes tracking system to detect trends in non-compliance with agency EEO Strategic Plan; makes recommendations on changes in hiring policies & procedures.	Knowledge of 1*, 2, 3, 4, 5, 7,* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16
30	Assists Human Resources Administrators, Labor Relations Officer, Benefits Manager & division Deputy Directors with labor relations & benefits issues: evaluates situations & recommends appropriate course of action (e.g., suspension, termination, criminal charges); conducts training on a variety of topics (e.g., diversity, sexual harassment, EEO, EAP, team building, mediation, work place violence) & provides onsite monitoring throughout the agency; performs other administrative duties as needed (e.g., assists with layoff/abolishment procedures; internal investigations; preparation & distribution of agency EEO Strategic Plan & related policies).  This position is overtime exempt.	Knowledge of 1*, 2, 3, 4, 5, 6, 7, * Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16  <u>Position Specific Minimum Qualifications</u> 18 mos. exp. interpreting & applying EEO laws & regulations. 18 mos. exp. interpreting & applying federal laws & the Ohio Revised Code. 12 mos. exp. conducting EEO/Administrative investigations. 12 mos. exp. preparing position statements in response to complaints filed internally or externally (e.g., Ohio Civil Rights Commission or Equal Employment Opportunity Commission). *developed after employment

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