

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Equal Opportunity Division

UNIT OR OFFICE
Construction Compliance Unit

POSITION CONTROL NUMBER
3202.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
EEO Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
3002.0 Administrative Officer 3

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

CLASS TITLE
EEO Program Manager

CLASS NUMBER
69175

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Directs, manages & monitors daily operations of statewide Construction Compliance program: hires, trains, supervises, evaluates & disciplines staff assigned to operational unit (i.e., three EEO Contract Specialists & six EEO Contract Officers); analyzes & develops policies & procedures for statewide oversight; formulates & implements EEO policies & recommends policy changes; formulates & directs implementation of relevant state laws & Gubernatorial Executive Orders concerning statewide Construction Compliance program; develops appropriate research tools & methods of data collection for units within EOD & designed research projects; handles sensitive & confidential information & inquiries from employees, state agencies, government & legislative officials, special interest groups & external customers & interprets related state & federal EEO law; assists in developing/reviewing legislation impacting operations & programs; assigns & monitors processing of all applications for certification/recertification and all compliance reviews within Construction Compliance program.	Knowledge of (1) management; (2) state & federal employment/EEO laws relating to construction compliance *; (3) training & development; (4) government structure & process*; (5) supervision; (6) construction compliance program standards*; (7) construction trades and industry. Skill in (8) use of personal computer & associated hardware/software (e.g., MS Office, Lotus Notes). Ability to (9) define issues/concerns, collect data, establish facts & draw valid conclusions, (10) handle telephone, in-person, written & sensitive inquiries/contacts from government officials, contractors, special interest groups & public; (11) establish friendly atmosphere as supervisor.
15	Recommends strategies for the development and implementation of tracking systems; monitors & resolves issues within data management system to ensure accurate & efficient collection of Construction Compliance program data/information; runs queries to retrieve essential program data from data management system; monitors Construction Compliance Web site to ensure easy access & use of site by business customers, state agencies, commissions, & state colleges & universities.	Knowledge of 1, 2, 4, 6*, (12) information technology; (13) statistical analysis Skill in 8, (14) database maintenance. Ability to 9 *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

3208.0 EEO Contract Ofcr	3210.0 EEO Contract Ofcr
3214.0 EEO Contract Ofcr	3217.0 EEO Contract Ofcr
3218.0 EEO Contract Ofcr	3221.0 EEO Contract Ofcr
3204.0 EEO Contract Specialist	3205.0 EEO Contract Specialist
3213.0 EEO Contract Specialist	3203.0 Exec Secretary I

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Anthony H. Volpe

8/21/06

apd 023060

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25	<p>Develops budget for unit & monitors spending for Construction Compliance program unit: monitors unit expenditures to comply with fiscal year budgetary restraints; creates & distributes annual SWCAP report; composes program narrative & statistical reports; develops & composes policies/procedures to effectively & efficiently operate Construction Compliance program in accordance with executive orders, laws/regulations & programming properties; composes position papers on programming initiatives pertinent to unit activities; provides guidance & technical assistance to state agencies on improvement to EEO programs; inputs & extracts statistical data on employment trends such as employment of minority & women on state construction projects; develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment; advises unit staff on approval/disapproval of non-routine business certification/ recertification requests; investigates EEO complaints about/from applicants & minority & women on state construction projects, prepares reports of findings & final action to be taken/recommendation regarding future status of complaints; composes reports, delineating findings & recommendations.</p>	<p>Knowledge of 1, 2*, 4*, 6*, (15) fiscal management. Skill in 7 Ability to 9, 10</p>
10	<p>Advises & consults with staff of contract letting state agencies, commissions, & state colleges & universities on how to monitor compliance with Ohio's mandates for equal opportunity for all state and state assisted construction projects; delivers speeches; develops statewide training programs to educate state agencies, colleges & universities, commissions, other governmental entities, special interest groups &/or public; trains new agency EEO managers regarding reporting responsibilities & internal processes (e.g. MBE/EDGE laws); attends meetings, conferences & seminars representing EOD administration; prepares information briefings & media releases; develops displays &/or materials for publication/dissemination.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 1, 2*, 3, 4*, 6* Skill in 7 Ability to 9, 10, (16) prepare & deliver speeches before specialized audiences & general public.</p> <p>*developed after employment</p>

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Anthony H. Rodgers

8/21/06

apex 8-23-06 ok