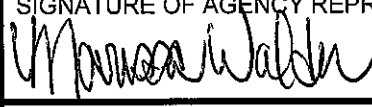


POSITION DESCRIPTION		AGENCY/DEPT ID DAS101000
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005418 JOB TITLE EEO Regional/Program Administrator /HCM Sr. Analyst JOB CODE 69133	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Diversity and Inclusion Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 12 Page 1 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	% 20	Job Duties in Order of Importance Serves as agency EEO Manager: <ul style="list-style-type: none"> Formulates and implements EEO policies and procedures (e.g., EEO Strategic Plan, Agency EEO Goals & Objectives) Develops and implements proactive methodologies to prevent and address harassment and discrimination Works directly with agency managers and division/agency heads to promote effective and positive means of dealing with violations when they occur Reviews and evaluates agency hiring practices & operations to identify potential for challenge and/or legal actions Meets with agency Chief Legal Counsel and Human Resources Administrator to discuss situations with legal impact Recommends appropriate corrective action (e.g., suspension, termination, criminal charges) Advises division personnel of procedures to bring closure to disciplinary action & mediations within established timelines Investigates charges of harassment/discrimination and assists in preparing cases involving Ohio Civil Rights Commission Conducts investigations, hears complaints of discrimination, and counsels employees and applicants (e.g., ensures procedures are properly followed in accordance with established timelines; independently prepares statements concerning claims/charges; provides pertinent information and documentation as requested by responsible persons; conducts interviews) 	Knowledge, Skills & Abilities Knowledge <ol style="list-style-type: none"> Human resources management Civil service laws, rules & regulations & provisions of collective bargaining contracts* Agency/division policies & procedures* Federal & state laws & rules governing fair employment practices Government structure & process* Interviewing Selection methods and assessments (e.g. structured interviews, proficiency testing, simulations) Job analysis Employee relations Public/human relations Customer Service Program management Equal opportunity laws, rules & regulations (e.g., state, federal & agency) Labor relations Employee training methods Agency programs (e.g., EEO Strategic Plan, EAP, ADA, FMLA, Drug Free Workplace)* <p>*Developed after employment.</p>	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/23/17	

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS101000

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Employee Services

COUNTY OF EMPLOYMENT
Franklin

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Diversity and Inclusion Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt
If FLSA Exempt, exemption type:

Bargaining Unit **22**
PR **12**
Page 2 of 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Serves as human resources coordinator for Department of Administrative Services (DAS), Office of Employee Services (OES) in coordinating recruitment and selection processes and other personnel activities:</p> <ul style="list-style-type: none"> Provides guidance to divisional managers on employment process in accordance with collective bargaining agreements, federal and state laws, rules and regulations (e.g., promotions, transfers, demotions, probationary/trial periods, working out of class issues) Monitors selection process in Ohio Hiring Management System OHMS (e.g., posting deadlines, batching and screening applications for minimum qualifications, scheduling proficiency exams & interviews, notifying selected candidates of acceptance) Initiates Electronic Personnel Action Requests (ePARs) utilizing Ohio Administrative Knowledge System (OAKS), Human Capital Management (HCM) module, in accordance with HRD guidelines and OES PA Decentralization Policy (e.g., updates position management record, researches & verifies accuracy of information, ensures proper documentation is attached, enters appropriate information into ePAR for approval) Completes Request to Fill/Change Authorization (RFCA) forms Creates, updates and reviews position descriptions (PDs) and determines appropriate knowledge, skills and abilities Conducts QEE & PSMQ job analyses (e.g., establishing pass points and test plans, collaborating with subject matter experts) Collaborates with divisional managers to develop, review and implement selection assessments (e.g., structured interview questions, proficiency exams, simulations) Performs onboarding tasks (e.g., employment offers, pre-hire meetings, 60 day check ins) Conducts stay interviews 	<p>Skill</p> <ol style="list-style-type: none"> HRIS (e.g., OHMS & OAKS*) Conducting administrative investigations (e.g., performing analysis, writing investigatory reports & preparing position statements in response to EEO complaints filed internally, & formal complaints filed through OCRC &/or Federal EEOC) MS Office Suite (e.g., Word, Excel, PowerPoint, Visio, Outlook) <p>Ability</p> <ol style="list-style-type: none"> Social Perceptiveness Identify, analyze and resolve complex problems Service Orientation Time Manage Active Learning Deductive Reasoning Problem Sensitivity Inductive Reasoning Communicate effectively verbally & in writing Understand & interpret policies & procedures Extract data to prepare meaningful, concise & accurate reports Prioritize & deal with multiple issues/tasks simultaneously Use proper research methods in gathering data Interpret minimum qualifications Evaluate employment applications Interpret & apply laws, rules & regulations relating to EEO Recognize threatening situations & take appropriate action

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

10/23/17

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POSITION NUMBER
20005418

JOB TITLE
EEO Regional/Program Administrator/HCM Sr. Analyst

JOB CODE
69133

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS101000DIVISION OR INSTITUTION
Administrative Support DivisionUNIT OR OFFICE
Office of Employee ServicesCOUNTY OF EMPLOYMENT
Franklin☐ Reclassification☐ New Position☒ UpdatePosition Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Diversity and Inclusion Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

SEE TABLE OF ORGANIZATION

☒ Permanent
☐ Temporary
☐ Intermittent☒ Classified
☐ UnclassifiedOvertime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit **22**
PR **12**
Page 3 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: **8:00 a.m.** TO: **5:00 p.m.****JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	<p>Serves as agency contact for diversity and inclusion on recruitment team:</p> <ul style="list-style-type: none">Establishes and maintains rapport with contacts from diversity and inclusion organizationsMonitors and updates list of diversity and inclusion organizations for job postingsPosts agency positions to diversity and inclusion organization job boards/websitesMonitors agency hiring practices (e.g., conducts analysis of current structure/process; 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 PlanMakes recommendations on changes in hiring policies & procedures	
5	<p>Performs other administrative tasks:</p> <ul style="list-style-type: none">Assists HCM Manager and Analysts as neededLeads or assists with special projects, as assigned (e.g., workforce planning, training initiatives, policy review & revisions)Assists with training on a variety of topics (e.g., diversity, sexual harassment, EEO, EAP, team building, mediation, work place violence)Administers agency Employee Assistance Program (EAP)Assists with internal investigationsPrepares & distributes agency EEO Strategic Plan & related policiesAttends job related training opportunitiesResponds to customer inquiries and requestsPerforms other duties as assigned	

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/23/17

POSITION NUMBER
20005418JOB TITLE
EEO Regional/Program Administrator /HCM Sr. AnalystJOB CODE
69133

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