

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104000

DIVISION OR INSTITUTION

Equal Opportunity Division

UNIT OR OFFICE

Business Certification & Compliance

COUNTY OF EMPLOYMENT

Franklin

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

(Report in location and work hours subject to change).

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Directs, manages & monitors daily operations of Business Certification & Compliance unit which consists of Minority Business Enterprise (MBE), Encouraging Diversity, Growth & Equity (EDGE), Veteran-friendly Business Enterprise (VBE), & Construction Compliance programs, & acts as unit supervisor over lower level EEO staff: analyzes & develops policies & procedures for statewide oversight; formulates & implements Business Certification & Compliance policies & recommends policy changes; formulates & directs implementation of relevant state laws & Gubernatorial Executive Orders concerning programs; develops appropriate research tools & methods of data collection & 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 & all construction compliance reviews; hires, trains, supervises, evaluates & disciplines staff assigned to operational unit.	Knowledge of (1) management; (2) state & federal employment/EEO laws*; (3) training & development; (4) government structure & process*; (5) supervision; (6) Business Certification & Compliance program standards*. Skill in (7) use of personal computer & associated hardware/software (e.g., MS Office Suite: Word, Excel, Access, PowerPoint), PeopleSoft. Ability to (8) define issues/concerns, collect data, establish facts & draw valid conclusions, (9) handle telephone, in-person, written & sensitive inquiries/contacts from government officials, contractors, MBEs, special interest groups & public; (10) establish friendly atmosphere as supervisor.
15	Monitors & resolves technical issues within data management system to ensure accurate & efficient collection of Business Certification & Compliance program data/information: utilizes Ohio Business Gateway & Omnicom systems to access MBE/EDGE/VBE & construction compliance vendors; creates & runs queries to retrieve essential program data from data management system; monitors Business Certification & Compliance web site to provide easy access & use of site by business customers, state agencies, boards, commissions, & state colleges & universities.	Knowledge of 1, 2, 4, 6*, (11) information technology; (12) technical management of Web site; (13) statistical analysis. Skill in 7, (14) database maintenance; (15) use of Web editing software; (16) writing code for data retrieval. Ability to 8, 10

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/23/16

POSITION NUMBER
20005985

JOB TITLE
EEO Contract/Program Manager

JOB CODE
69165

Apd 6.23.16 cc

POSITION DESCRIPTION

AGENCY/DEPT ID
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☒ Classified
☐ Unclassified

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Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%

Job Duties in Order of Importance

Knowledge, Skills & Abilities

25

Develops budget for unit & monitors spending for Business Certification & Compliance programs; monitors unit expenditures to comply with fiscal year budgetary restraints; creates & distributes quarterly expenditure reports & SWCAP report; composes program narrative & statistical reports; develops & composes policies/procedures to effectively & efficiently operate Business Certification & Compliance programs 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 Business Certification & Compliance programs; inputs & extracts statistical data on employment trends; 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 complaints & prepares reports of findings & final action to be taken/recommendation regarding future status of complaints; composes reports, delineating findings & recommendations; composes reports, delineating findings & recommendations; prepares staff for testimony & prepares/reviews & forwards data to legal counsel for adjudication hearing (e.g. Ohio Revised Code 119).

Knowledge of 1, 2*, 4*, 6*, (17) fiscal management.

Skill in 7

Ability to 8, 9

10

Advises & consults with staff of state agencies, boards, commissions, & state colleges & universities on how to meet Business Certification & Compliance program standards; delivers speeches; develops statewide training programs to educate state agencies, colleges & universities, boards & commission, other governmental entities, special interest groups &/or public; trains new agency officers regarding reporting responsibilities & internal processes (e.g. MBE/EDGE/VBE & Construction Compliance laws); attends meetings, conferences & seminars representing EOD administration; reviews & forwards data to legal counsel for certification/decertification hearings; prepares information briefings & media releases; develops displays &/or materials for publication/dissemination.

Knowledge of 1, 2*, 3, 4*, 6*

Skill in 7

Ability to 8, 9, (18) prepare & deliver speeches before specialized audiences & general public.

*developed after employment

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See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

6/23/16

JOB CODE
69165

JOB TITLE
EEO Contract/Program Manager

POSITION NUMBER
20005985