

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS104000

DIVISION OR INSTITUTION

Equal Opportunity Division

UNIT OR OFFICE

Minority Business Enterprise / Encouraging  
Diversity, Growth and Equity

COUNTY OF EMPLOYMENT

Franklin

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
EEO Compliance Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

☒ Permanent  
☐ Temporary  
☐ Intermittent

☒ Classified  
☐ Unclassified  
☐ Essential

Overtime: ☒ Eligible ☐ Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 1 of 2

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
55	Reviews, analyzes, evaluates & interprets certification/recertification application information/data to determine whether or not company is eligible to participate in Minority Business Enterprise (MBE) &/or Encouraging Diversity, Growth & Equity (EDGE) programs: independently travels statewide to conduct onsite reviews of business facilities; interviews business owner(s) & other key staff to collect pertinent business operational data; reviews & analyzes company records (e.g., tax forms, board minutes, stock certificates, leasing documents & operational records); recommends to supervisor eligibility of business for certification/recertification/decertification into MBE/EDGE programs; investigates irregularities in documents submitted by businesses for program participation.	Knowledge of (1) DAS/EOD laws, regulation & procedures*; (2) business structures & types; (3) government structure & process*; (4) employee training & development; (5) public relations; (6) interviewing; (7) EEO laws & regulations. Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office Word, Excel, Access, Lotus Notes). Ability to (9) obtain & maintain valid driver's license & operate motor vehicle; (10) define problems, collect data, establish facts & draw technical conclusions; (11) calculate fractions, decimals & percentages; (12) handle sensitive inquiries from state agency representatives, business owners & general public; (13) compose statistical reports; (14) gather, collate & classify information about data, people & things.
25	Assists & advises agency representatives on policies & procedures critical to implementation & compliance with EDGE & MBE program standards: meets with agency representatives to facilitate utilization of EDGE & MBE companies for state agency procurement needs (i.e., goods/services, professional services, information technology, architecture/engineering, & construction); meets & responds verbally & in writing to inquiries from business owners &/or their representatives concerning program policies, procedures & qualification guidelines for program participation; interprets EDGE & MBE Ohio Revised Code (ORC) & Ohio Administrative Code (OAC) provisions to all interested parties; responds verbally &/or by e-mail to General Services Division (GSD) staff, other state agency staff &/or state officials concerning	Knowledge of 1*, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 10, 11, 12, 14  *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Robert B. Blair / NW*

*10/28/14*

POSITION NUMBER  
20005986

JOB CODE TITLE  
EEO Contract/Program Officer

JOB CODE  
69161

*Apd 10.28.14 (ae)*



Apd 10.28.14(cc)

ADM 4107 R 10-08