

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS104000

DIVISION OR INSTITUTION  
Equal Opportunity Division

UNIT OR OFFICE  
Construction Compliance

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005993

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
EEO Contract/Program Specialist

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  |
|----|--|--|
| 35 | Under direction of Equal Employment Opportunity (EEO) Program Manager, acts as lead worker over EEO Contract Officers engaged in monitoring & investigating employment practices of contractors on state-funded or state-assisted construction projects throughout state of Ohio: assists in overall coordination of statewide EEO Construction Programs in accordance with federal (e.g., 11246) & state laws, rules & regulations; acts as project manager & coordinates operation of EEO contract team members in conduct of EEO compliance & project reviews; ensures team members have scheduled appropriate compliance & project reviews & performed reviews in timely manner; initiates contact with contractors onsite; assigns staff onsite to areas within project; prepares final summary report of project review activity; provides work direction & training (e.g., how to conduct review, electronic & manual submission of contract information) in field & in office; assists in developing & conducting training workshops & seminars on EEO compliance; makes recommendations of approval/disapproval of officers' reports; maintains sensitive materials; performs related administrative & recordkeeping tasks (e.g., drafts letters, reports, & memos; submits weekly compliance reports). | Knowledge of (1) EEO & affirmative action regulations & procedures; (2) federal & state construction compliance laws; (3) interviewing; (4) public relations; (5) government structure & process*; (6) project planning & management; (7) employee training & development.<br>Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Office, Lotus Notes); (9) developing presentation materials (e.g., PowerPoint slide presentations & handouts); (10) conducting & coordinating training workshops.<br>Ability to (11) establish & maintain good rapport with co-workers, supervisor & others with whom contact/collaboration is required; (12) perform calculations involving basic math, fractions & percentages; (13) define problems, collect data, establish facts & draw technical conclusions; (14) perform linear trends analysis; (15) handle sensitive contacts, materials, & inquiries with contractors & others; (16) prepare reports & maintain records; (17) gather, collate & classify information about data, people or things. |
| 30 | Travels statewide to conduct onsite reviews & audit records maintained by construction contractors to determine if affirmative action program commitments have been maintained as required under State of Ohio Affirmative Action Program (e.g., hiring of minorities & females in construction trades): schedules interviews with construction contractors working on state & state-assisted projects; interviews people associated with construction contract (e.g., company chief executive officer,  | Knowledge of 1, 2, 3, 4, 5*, 6<br>Skill in 8<br>Ability to 11, 12, 13, 14, 15, 16, 17,<br>(18) maintain valid driver's license.<br><br>* developed after employment  |

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Robert Blain/jw*

10/28/14

JOB CODE TITLE  
EEO Contract/Program Specialist

JOB CODE  
69163

*Appl 10-28-14 (cc)*



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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%

Job Duties in Order of Importance

Knowledge, Skills & Abilities

25

foreman, architects, superintendent, women & minority staff) using standardized questionnaires & independently designed questions; compiles & critically analyzes information gathered from interviews & other sources (e.g., minority subcontractor participation where applicable, company internal payroll records & current projects, employment reports & executive orders); utilizes results of critical analysis & research to prepare compliance review report that documents analysis & statistical findings, details areas in which company is compliant & makes recommendations to remedy areas found to be out of compliance; conducts follow-up reviews of companies to compare recommendations of previous reports to current practices & activities; reviews & approves/disapproves contractors' affirmative action program & reviews monthly utilization reports; reports results of compliance reviews & makes recommendations to EEO Program Manager; recommends approval/disapproval of certificate of compliance; utilizes personal computer to create & maintain electronic systems (e.g., databases & logs of compliance reviews, correspondence, reports).

Knowledge of 1, 2, 3, 4, 5\*, 6  
Skill in 8  
Ability to 11, 12, 13, 14, 15, 16, 17

10

Provides statewide oversight of project review process for commissions, agencies, colleges & universities on locally administered construction projects & projects administered by General Services Division: presents technical assistance & information at pre-construction meetings to inform contractors of EEO obligations under law (e.g., posting of EEO hiring requirements & company EEO policies, completion of Monthly Employment Utilization Reports, requirements for certificate of compliance); analyzes & approves/disapproves project review reports completed by state agencies, commissions, colleges & universities to ensure accuracy & compliance with applicable laws; makes determination of action on non-compliant contractors.

Knowledge of 1, 2, 3, 4, 5\*, 6  
Skill in 8  
Ability to 11, 12, 13, 14, 15, 16, 17

\*developed after employment

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DATE

*Robert Blum*

10/28/14

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