

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS104000

DIVISION OR INSTITUTION  
Equal Opportunity Division

UNIT OR OFFICE  
Construction Compliance

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005994

☐ 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:

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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. 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. 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 Skill in 8 Ability to 11, 12, 13, 14, 15, 16, 17, (18) maintain valid driver's license.

\*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

10/28/14

JOB CODE TITLE  
EEO Contract/Program Specialist

JOB CODE  
69163



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COUNTY OF EMPLOYMENT  
Franklin

Apd 10.28.14 (cc)