

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS104000

DIVISION OR INSTITUTION

Equal Opportunity Division

UNIT OR OFFICE

Affirmative Action/Equal Employment  
Opportunity

COUNTY OF EMPLOYMENT

Franklin

POSITION NUMBER  
20006002

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

EEO Contract/Program Technician

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent

☐ Temporary

☐ Intermittent

☒ Classified

☐ Unclassified

☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type: Executive

Bargaining Unit 09

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 & work hours subject to change)

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Assists EEO contract/program officer &/or supervisor in reviewing EEO & affirmative action compliance of state agencies: conducts field or office compliance reviews; notifies state agencies of non-compliance findings & performs follow-up reviews; maintains discrimination complaint system; assigns new EEO complaints to agency EEO staff; sends reminder e-mails to EEO staff on overdue cases as well as EEO workforce data.	Knowledge of (1) EEO & affirmative action regulations & procedures; (2) interviewing; (3) public relations*. Skill in (4) use of personal computer & other office equipment (e.g., photocopier, facsimile machine*). Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) calculate fractions, decimals & percentages; (7) handle sensitive contacts & inquiries with state agencies, contractors, vendors, unions & general public; (8) prepare statistical reports & maintain records; (9) gather, collate, & classify information about data, people or things; (10) handle routine & sensitive telephone inquiries & contracts with contractors
25	Collects, organizes & analyzes data to be used in research projects: prepares records & reports related to research projects or test results; researches, collects & compiles EEO & Affirmative action related data; summarizes 100+ training evaluation comments & sends to host agencies & /or speakers; formats & organizes EEO data in workforce reports; compiles, formats & organize EEO data within statewide discrimination complaint system; compiles discrimination complaint reports utilizing internal & external data; assists with identifying discrimination complaint trends; collects external EEO agency data for discrimination complaint reports; provides updates for weekly EEO Discrimination complaint report for Division; reviews "historical data" cases & updates information in discrimination complaint system accordingly; prepares & organizes EEO data for EEO staff to analyze; assists with determining structure & format of EEO reports; organizes & maintains historical EEO/AA data.	Knowledge of 1, 2, 3, (11) operational, mathematical, analytical or statistical research techniques used in problem solving or decision making Skill in 4 Ability to 5, 6, 7, 8, 9, 10, (12) prepare meaningful, concise & accurate reports

\*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



11/23/15

JOB CODE TITLE  
EEO Contract/Program Technician

JOB CODE  
69160

apd 11-19-15 (ae)



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EEO Contract/Program Technician

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

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☐ Unclassified  
☐ Essential

Overtime: ☒ Eligible ☐ Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type: Executive

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Provides technical information & advice to state agencies or contractors on EEO law: drafts basic analysis for EEO workforce & complaint status; responds to questions received via website or phone calls; serves as EEO ELM Point of Contact & Case Review Manager for statewide questions & issues; serves as ELM 2 Tier support for online training issues; receives ELM reports & provides information as needed; collaborates with AA/EEO Program Manager to respond in writing to questions regarding training content; serves as liaison to DAS Administrator for technical issues with state agency user accounts for resolution; provides information about recommended system updates to AA/EEO Program Manager to ensure systems are working at maximum efficiency; serves as liaison to work with HRD/IT to access OAKS related EEO data (i.e., workforce composition report & EEO-4 report).	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 12
10	Performs clerical tasks relating to EEO contract/program compliance responsibilities: prepares written correspondence & drafts narratives; prepares certificates, name tags, labels, charts, graphs; prepares Microsoft Power Point Presentations; drafts written correspondence via e-mail; organizes & maintains both hard files & electronic data; serves as point of contact for EEO/AA hard copy historical retention files; organizes statewide meetings & sends invitations to agency EEO Contract/Program Officers; serves as back-up by answering phones at front desk & assisting with Ohio Business Gateway as needed; other duties as assigned.	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 12  *developed after employment

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See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



11/23/15

JOB CODE  
69160

JOB CODE TITLE  
EEO Contract/Program Technician

App'd 11-19-15 (ee)