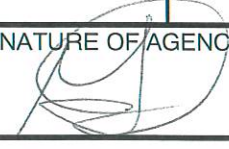


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104000
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Affirmative Action & Equal Employment Opportunity	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006003 JOB TITLE EEO Contract/Program Manager JOB CODE 69165	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION EEO/AA Manager		POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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 & work hours subject to change)			
	JOB DESCRIPTION & WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Directs, manages & monitors daily operations of statewide Affirmative Action/Equal Employment Opportunity (AA/EEO) program & acts as unit supervisor over lower level EEO staff: formulates & directs implementation of relevant federal & state laws & Gubernatorial Executive Orders concerning statewide AA/EEO program, including diversity & inclusion initiatives; analyzes & develops policies & procedures for statewide oversight of AA/EEO program, including diversity & inclusion initiatives, using statistical data on employment trends, such as employment of minorities & women within state agencies, & statistics on discrimination complaints; recommends policy changes to AA/EEO program; provides guidance & technical assistance to state agencies on improvement to AA/EEO programs; develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment; develops appropriate research tools & methods of data collection for units within EOD & designs research projects; handles sensitive & confidential information & inquiries from employees, state agencies, government & legislative officials, special interest groups & external customers; prepares comprehensive agency compliance review written reports; hires, trains, supervises, evaluates & disciplines staff assigned to operational unit.	Knowledge of (1) management; (2) state & federal employment/EEO laws relating to construction compliance*; (3) training & development; (4) government structure & process*; (5) supervision; (6) construction compliance program standards*; (7) construction trades & industry. Skill in (8) use of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook, OAKS*). Ability to (9) define issues/concerns, collect data, establish facts & draw valid conclusions, (10) handle telephone, in-person, written & sensitive inquiries/contacts from government officials, contractors, special interest groups & public; (11) establish friendly atmosphere as supervisor.	
	25	Corresponds with DAS legal staff regarding state agency investigation issues & potential resolutions, negotiated settlement agreements, & mediation processes: based on advise of legal counsel, interprets related state & federal EEO law & assists in developing/reviewing legislation impacting operations & programs; advises unit staff on approval/disapproval of routine & non-routine complaint processing; oversees investigations of EEO complaints about/from applicants & state agency employees; develops guidelines, coordinates & implements statewide EEO appeals process; prepares reports of findings & final action to be taken/recommendation regarding future status of complaints; provides guidance & technical assistance to state agencies on improvement to EEO programs.	Knowledge of 1, 2, 4, 6*, (12) information technology; (13) statistical analysis Skill in 8, (14) database maintenance. Ability to 9 *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/8/16

Apd 12.8.16/ce

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104000

DIVISION OR INSTITUTION
Equal Opportunity Division

UNIT OR OFFICE
Minority Business Enterprise / Encouraging
Diversity, Growth & Equity

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006003

JOB TITLE
EEO Contract/Program Manager

JOB CODE
69165

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

EEO/AA Manager

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent

☐ Temporary

☐ Intermittent

☒ Classified

☐ Unclassified

☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

Page 2 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 & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Develops budget for unit & monitors spending for AA/EEO program; monitors unit expenditures to comply with fiscal year budgetary restraints; creates & distributes annual EEO report; composes program narrative & statistical reports; develops & composes policies/procedures to effectively & efficiently operate AA/EEO program in accordance with executive orders, laws/regulations & programming properties; composes position papers on programming initiatives pertinent to unit activities.	Knowledge of 1, 2*, 4*, 6*, (15) fiscal management. Skill in 7 Ability to 9, 10
15	Serves as liaison with government officials, state agency directors, representatives, legislators, contractors, state agencies, colleges & universities, boards & commissions, special interest groups &/or public; advises & consults EEO Managers of state agencies, boards & commissions, colleges & universities about implementation of state & federal mandates for EEO policies, including diversity & inclusion initiatives; delivers speeches; develops statewide training programs to educate state agencies, colleges & universities, commissions, other governmental entities, special interest groups &/or public about EEO policy, including diversity & inclusion initiatives; trains new agency EEO managers regarding reporting responsibilities & internal processes (e.g., AA/EEO laws); attends meetings, conferences & seminars representing EOD administration; prepares information briefings & media releases; develops displays &/or materials for publication/dissemination; & monitors AA/EEO Web site to ensure easy access & use of site by state agencies, boards, commissions, & state colleges & universities.	Knowledge of 1, 2*, 3, 4*, 6* Skill in 7 Ability to 9, 10, (16) prepare & deliver speeches before specialized audiences & general public. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

12/8/16