

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

EEO Contract/Program Officer

SERIES NO.:

6916

MAJOR AGENCIES:

DAS, Department of Transportation

EFFECTIVE DATE:

10/19/2014

SERIES PURPOSE:

The purpose of the EEO contract/program officer occupation is to ensure EEO & affirmative action compliance of all state agencies, or contractors employed by a given state agency, or for all state agencies, colleges/universities & municipalities working on state-funded or state-assisted construction projects throughout Ohio.

At the first level, incumbents assist in investigation of a state agency or contractor for compliance for one state agency at the district level, central office location or agency-wide.

At the second level, incumbents serve as prevailing wage coordinator & review & investigate EEO & affirmative action compliance of contractors employed at ODOT; or, in DAS, review & monitor employment practices of all state agencies, or contractors working on state-funded or state-assisted construction projects, or review & evaluate minority business enterprise applications & supporting documentation for certification/recertification as minority business according to government regulations.

At the third level, in central office location of ODOT, incumbents provide training &/or technical assistance to assigned central office &/or district personnel concerning EEO laws, affirmative action requirements & implementation & monitoring of state & federal policies to ensure contractors' compliance, or provide guidance & monitoring for all district purchasing staff on developing & maintaining minority business enterprise vendors' participation or coordinate all functions of federal Disadvantaged Business Enterprise (DBE) program, or in ODOT district office, ensures contractors' compliance with EEO regulations & affirmative action requirements.

At the fourth level, in DAS only, incumbents act as lead worker over EEO contract/program personnel monitoring compliance of all state agencies, or contractors of state-funded or state assisted construction projects for all state agencies, colleges & universities & municipalities, or act as lead worker over minority business enterprise program staff.

At the managerial level, incumbents act as unit supervisor & plan & administer all activities related to assigned EEO Program(s).

JOB TITLE

EEO Contract/Program Technician

JOB CODE

69160

PAY GRADE

28

EFFECTIVE

10/19/2014

CLASS CONCEPT

The entry level class works under immediate supervision & requires working knowledge of EEO & affirmative action regulations & procedures in order to assist EEO contract/program officer &/or supervisor in reviewing EEO & affirmative action compliance of state agencies or contractors employed by one state agency at district level, central office location or agency-wide.

JOB TITLE

EEO Contract/Program Officer

JOB CODE

69161

PAY GRADE

30

EFFECTIVE

10/19/2014

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of EEO & affirmative action regulations & procedures in Ohio Department of Transportation, in order to serve as prevailing wage (i.e., guarantee that wage rates & fringe payments due employees are paid) coordinator & review & investigate EEO & affirmative action compliance of contractors, or requires considerable knowledge of EEO & affirmative action regulations & procedures in order to, in DAS, review & monitor employment practices of all state agencies, or contractors working on state-funded or state assisted construction projects throughout state of Ohio, or requires considerable knowledge of minority business enterprise regulations in order to, in DAS, review & evaluate minority business enterprise applications & supporting documentation for certification/recertification as minority business according to government regulations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
EEO Contract/Program Coordinator	69162	31	10/19/2014

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of EEO & affirmative action regulations & procedures in order to, in Ohio Department of Transportation-Central Office, train &/or assist assigned central office &/or district EEO contract team members on EEO & affirmative action requirements, or provide guidance & monitoring of all district purchasing staff to develop minority vendor participation in purchase of goods & services & participates in review of requisitions in bureau of purchasing to ensure efforts to utilize minority business enterprise vendors or coordinate all functions of federal Disadvantaged Business Enterprise (DBE) program to include reviewing & investigating EEO & affirmative Action compliance for DBE program, or in district office of Ohio Department of Transportation, coordinate & monitor EEO & affirmative action compliance of contractors & act as lead worker over other EEO contract personnel, clerical staff &/or project field personnel if staff is assigned.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
EEO Contract/Program Specialist	69163	32	10/19/2014

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of EEO & affirmative regulations & procedures in order to, in Department of Administrative Services (i.e., DAS), act as lead worker over EEO contract/program personnel engaged in monitoring & investigating employment practices of all state agencies, or contractors on state-funded or state-assisted construction projects throughout state of Ohio, or requires thorough knowledge of minority business enterprise program in order to act as lead worker over minority business enterprise program staff (i.e., in DAS only).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
EEO Contract/Program Manager	69165	14	10/19/2014

CLASS CONCEPT:

The managerial level class works under direction & requires considerable knowledge of business or public administration, political science or closely related field & laws & rules governing equal employment opportunity, affirmative action, construction compliance, minority business enterprise & encouraging diversity, growth & equity operations in order to plan & administer all activities related to assigned statewide or agency EEO program(s) & operation(s) & acts as unit supervisor over lower-level EEO staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
EEO Contract/Program Technician	69160	14	10/19/2014	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in reviewing employment statistics, affirmative action plans & employment practices of state agencies or contractors employed by one agency at district level, central office location or agency-wide to determine compliance with EEO Law (E.G., Title 23 & 41, Code Of Federal Regulations, Presidential Executive Order 11246 & 11375; Governor Executive Order 84-9; Section 122.71 Of Revised Code; Transportation Equity Act [I.E., Tea-21 Of 1998]), conducts field or office compliance reviews, notifies state agencies or contractors of non-compliance findings & performs follow-up reviews.

Provides technical information & advice to state agencies or contractors on EEO law; conducts pre-bid contract compliance reviews to inform contractors of EEO compliance status; conducts meetings to provide information on compliance requirements & uses conference, conciliation & persuasion to help bring about compliance.

Performs clerical tasks relating to EEO contract/program compliance responsibilities; maintains records; gathers & studies statistics; prepares required reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO & affirmative action regulations & procedures; interviewing; public relations*. Skill in use of personal computer & other office equipment (e.g., photocopier, facsimile machine*). Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; handle sensitive contacts & inquiries with state agencies, contractors, vendors, unions & general public; prepare statistical reports & maintain records; gather, collate, & classify information about data, people or things; handle routine & sensitive telephone inquiries & contracts with contractors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in interviewing; 3 mos. trg. or 3 mos. exp. in EEO & affirmative action regulations & procedures; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to hazards at construction sites; requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
EEO Contract/Program Officer	69161	14	10/19/2014	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In ODOT, serves as prevailing wage (i.e., guarantees that wage rates & fringe payments due employees are paid) coordinator & reviews & investigates contractors employed to determine compliance with EEO & affirmative action regulation (e.g., Title 23 & 41, Code Of Federal Regulations; 49 CFR; Presidential Executive Order 11246 & 11375; Governor Executive Order Of January 27, 1972; Section 122.71 Of Revised Code; Transportation Equity Act [i.e., Tea-21 of 1998]), inspects onsite to verify posting of required posters, wage rates & job classifications & conducts random interviews with contractors & employees to determine fulfillment of contract plans & commitments, reviews daily diaries, logs &/or certified payrolls, recommends corrective measure & performs follow-up reviews,

OR

In Department of Administrative Services, reviews & monitors EEO & affirmation action plans for all state agencies to determine compliance with government laws & regulations (e.g., reviews goals & timetables outlined in affirmative action plan; compiles EEO data & employment statistics to analyze agencies qualitative & quantitative attainment of state EEO goals); visits state agencies to survey adherence to EEO & affirmative action plans; interviews agency personnel & bureau chiefs; investigates EEO complaints from all state agencies (e.g., researches employee complaints, agency procedures followed & jurisdictional requirements; maintains inventory of EEO complaints per agency; arranges formal hearing date, location & selection of hearing officer; reviews investigative reports, processing of complaints & affirmative action plans of state agencies for completeness & remands to agency representative for correction, researches & writes final orders for state EEO administrator, determines agencies compliance/non-compliance with applicable laws & orders & makes recommendation for correction, advises complainants & respondents regarding their rights & obligations, drafts correspondence regarding disposition of case).

OR

In Department of Administrative Services, reviews & monitors contractors employed by state agencies, colleges & universities & municipalities on state-funded or state-assisted construction projects for compliance with EEO & affirmative action laws & regulations (e.g., ensures utilization of females & minorities; compares number of contractor's employees with number of minorities & females to verify percentage on affirmative action plan; reviews goals & timetables outlined in affirmative action plan; reviews contract of affirmative action plans using checklist, reviews daily diaries & logs) & recommends corrective measures to EEO management & performs follow-up reviews,

OR

In Department of Administrative Services, reviews & evaluates minority business enterprise applications & supporting documentation (e.g., disadvantaged business enterprise forms; one stop application for certification; recertification affidavit; joint venture applications & agreements) for certification/recertification as minority business according to government regulations, conducts on-site reviews at applicant's place of business (e.g., private residence, construction areas, factories, warehouses, machine shops & asphalt plants) issues minority business enterprise certification to businesses attempting to qualify for bidding on minority set aside contracts & denies certification &/or decertifies any business found to be in non-compliance with state EEO laws.

Provides technical assistance & advice to state agencies & contractors on EEO law & compliance; meets with state agencies, unions, contractors, general public, employees & community groups to identify & resolve complaints/issues or conduct public speaking on EEO related problems; attends pre-construction meetings with contractors & issues posters & wage rates & pre-written requirements on federal compliance laws; acts as liaison between equal employment opportunity division, state purchasing, all state agencies, colleges, universities & other governmental entities regarding goods & services & construction contracting with state certified minority business enterprises; reviews all existing term contracts, new term contracts & one time purchasing requisition forms submitted by various agencies to state purchasing for competitive bidding & makes selection of contracts & requisitions offered for bidding by certified minority business enterprises only; assists in review & analysis of purchases processed through state purchasing to ensure consistency in applicable rules & regulations. Provides technical assistance & guidance to all state agencies on EEO compliance, development & implementation of record system; conducts & coordinates EEO training for state agency employees & management personnel with Ohio Civil Rights Commission & federal EEO commission.

Performs clerical tasks relating to EEO contract/program compliance or minority business responsibilities; sets up &

maintains files (e.g., prevailing wage; business; agency; contractor); logs incoming documentation (e.g., daily payrolls; incoming applications; compliance reports; purchase requests; financial reports) & related data; drafts correspondence, compiles statistical data & prepares periodic reports; operates personal computer to input data, review workforce statistics, draft estimates & note comments for contractor payroll deficiencies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO & affirmative action regulations & procedures; interviewing; employee training & development; public relations; labor relations*. Skill in use of personal computer*. Ability to define problems, collect data, establish facts & draw technical conclusions; calculate fractions, decimals & percentages; handle sensitive contacts & inquiries with state agencies, vendors, contractors, unions & general public; prepare statistical reports & maintain records; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in interviewing; 9 mos. trg. or 9 mos. exp. in EEO & affirmative action regulations & procedures; 6 mos. trg. or 6 mos. exp. in public relations; must be able to provide own transportation.

-Or 6 mos. exp. as EEO Contract/Program Technician, 69160; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to hazards at construction sites; requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
EEO Contract/Program Coordinator	69162	14	10/19/2014	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In central office location of Ohio Department of Transportation, provides training &/or technical assistance to assigned central office &/or district personnel concerning EEO laws, affirmative action requirements & implementation & monitoring of state & federal policies to ensure contractors' compliance (e.g., coordinates contract compliance schedules quarterly list of contractors targeted for review & reviews & analyzes completed reviews to ensure contractors compliance; coordinates OJT program; processes compliance reviews completed by district personnel), or provides guidance & monitoring for all district purchasing staff on developing & maintaining minority business enterprise vendors' participation in ODOT purchase orders for goods & services & participates in review of requisitions to ensure efforts to utilize minority business enterprises vendors for ODOT bureau of purchasing or coordinates all functions of federal Disadvantaged Business Enterprises (i.e., DBE) program to include reviewing & investigating EEO & affirmative action compliance for DBE program;

OR

In ODOT district office, coordinates & monitors district operations to ensure contractors' compliance with EEO regulations & affirmative action requirements, identifies areas of non-compliance, recommends corrective action & conducts follow-up review to determine if problems have been resolved.

Reviews & assists contractors in OJT training program & approves qualified participants; monitors progress of trainee & hours worked; advises trainees on expectations of contractors; notifies private organizations of training opportunities & seminars to encourage participation for future employment; coordinates activities of college interns involved in EEO summer monitoring program; conducts workshops for all ODOT EEO personnel to disseminate current requirements & resolve problems.

Provides technical assistance & advice to contractors on EEO law & compliance; meets with unions, contractors, general public, employee & community groups to identify & resolve EEO related problems; attends pre-construction meetings with contractors & issues posters & pre-written requirements on federal compliance laws; attends set aside bid openings & reviews bids to ensure only certified minority business enterprise bids are read; reviews records of contractor currently approved as Disadvantaged Business Enterprise vendors (i.e., DBE) to verify whether qualification as DBE still applies.

Performs clerical tasks relating to EEO contract compliance responsibilities; sets up & maintains prevailing wage files; logs incoming daily payrolls & related data; drafts correspondence, compiles statistical data & prepares periodic reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO & affirmative action regulations & procedures; interviewing; employee training & development; public relations; labor relations. Ability to define problems, collect data, establish facts & draw technical conclusions; calculate fractions, decimals & percentages; handle sensitive contacts & inquiries with contractors, unions & general public; prepare statistical reports & maintain records; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in interviewing; 18 mos. trg. or 18 mos. exp. in eeo & affirmative action regulations & procedures; 12 mos. trg. or 12 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in employee training & development; 6 mos. trg. or 6 mos. exp. in labor relations; must be able to provide own transportation.

-Or 6 mos. exp. as EEO Contract/Program Officer, 69161; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to hazards at construction sites; requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
EEO Contract/Program Specialist	69163	14	10/19/2014	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Ohio Department of Administrative Services only, coordinates operations of EEO contract/program team members (e.g., EEO contract/program analysts), defines projects to be assigned to EEO contract/program analysts for review, acts as lead worker over EEO contract/program personnel by providing work direction on-site (i.e., at office locations of state agencies or construction companies) & training, reviews reports & verifies/validates information supplied by EEO contract/program analysts, reviews & investigates state agencies employment practices or construction projects with EEO & affirmative action laws & regulations, performs paper audits at office locations of state agencies or construction companies & conducts interviews with contractors, employees, or agency management staff to determine fulfillment of plans & commitments, reviews daily dairies & logs, recommends corrective measure & performs follow-up reviews, inspects projects bulletin board to ensure correct & current posting of wage & EEO information & assists supervisor in evaluating trends of operation,

OR

Acts as lead worker over minority business enterprise (i.e., MBE) program staff (i.e., in Department of Administrative Services only) & coordinates operations of minority business enterprise program.

Provides technical assistance & advice to state agencies or contractors on EEO law & compliance; meets with agency compliance officers &/or construction contractors to identify & resolve EEO related problems; analyzes complex financial statements; conducts on-site review for construction companies having irregularities in application documentation & conducts investigations to determine cause for irregularities & discrepancies for potential fraud; act as liaison between equal employment opportunity center, state purchasing, state agencies & other governmental entities regarding goods & services contracting with state certified minority business enterprises & reviews all existing & new term contracts & one time purchase requisition forms & makes selection to be offered for bidding by certified MBEs only; trains staff on minority business enterprise certification & recertification procedures & applicable regulations; prepares & forwards documentation to legal counsel for decertification hearings of certified MBEs & hearings for those companies denied initial MBE certification; reviews & investigates state agencies or contractors for compliance with EEO & affirmative action regulations.

Performs clerical tasks relating EEO contract/program compliance responsibilities; drafts correspondence, compiles electronic data & prepares timely/required written reports; issues status reports on reviewed contracts.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO & affirmative action regulations & procedures to include minority business enterprise set aside & purchasing laws & construction compliance laws; interviewing; employee training & development*; public relations; labor relations. Skill in use of personal computer & other office equipment (e.g., photocopier, facsimile machine)*. Ability to define problems, collect data, establish facts & draw technical conclusions; calculate fractions, decimals & percentages; handle sensitive contacts & inquiries with state agencies, vendors, contractors, unions &/or general public; prepare reports & maintain records; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in interviewing; 18 mos. trg. or 18 mos. exp. in application of EEO & affirmative action laws, regulations & procedures to include minority business enterprises set-aside; 12 mos. trg. or 12 mos. exp. in public relations or in responding to telephone, in-person & written inquires & contacts to achieve desired action (e.g., resolution of complaints; providing technical assistance/information; compliance); 12 mos. trg. or 12 mos. exp. in accounting or other fiscal related area.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
EEO Contract/Program Manager	69165	EX	10/19/2014	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & administers all activities related to assigned statewide EEO programs & operations & acts as unit supervisor over lower-level EEO staff (e.g., formulates & implements EEO policies & recommends policy changes, analyzes & develops policies & procedures for statewide oversight, corresponds with DAS legal staff regarding state agency investigation issues & potential resolutions, negotiated settlement agreements, mediation processes, serves as liaison with government officials, state agency directors, representatives, legislators, contractors, state agencies, colleges & universities, boards & commissions, special interest groups &/or public; provides guidance & technical assistance to state agencies on improvement to EEO programs; inputs & extracts statistical data on employment trends such as AA issues, MBE/EDGE purchases, & expenditures, develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment, investigates complaints for executive agency allegations, manages processing of discrimination allegations, prepares comprehensive monthly & yearly written reports, summarizing findings & recommendations, collects, organizes, develops & implements statewide EEO administrative hearing process, writes & constructs draft of adjudication order on behalf of state EEO Coordinator, drafts all EEO Affirmative Action correspondence for state EEO Coordinator's signature, formulates & directs implementation of relevant state laws & Gubernatorial Executive Orders concerning statewide EEO programs, develops appropriate research tools & methods of data collection for units within EOD & designed research projects; handles sensitive & confidential information & inquiries from employees, state agencies, government & legislative officials, special interest groups & external customers & interprets related state & federal EEO law).

Develops budget for unit & monitors spending &/or prepares variety of reports for all state agencies, colleges & universities, boards & commissions, special interest groups & external customers; develops policy statements & position papers; prepares information briefings & media releases; develops displays &/or materials for publication/dissemination; reviews applications & related data to recommend certification of AA & MBE/EDGE applicants; reviews MBE/EDGE & EEO/AA plans for EEO compliance, reviews allegations of discrimination & approves for continued processing; assists in developing/reviewing legislation impacting operations & programs; investigates EEO complaints about/from state employees, applicants & minority & women on state construction projects, MBEs/EDGEs, prepares reports of findings & final action to be taken/recommendation regarding future status of complaints coordinates quarterly or biannual meeting with state agency EEO officers, maintains EOD web site, updates CAS computer program for MBE/EDGE vendors, prepares staff for testimony & prepares/reviews & forwards data to legal counsel for adjudication hearing (e.g. Ohio Revised Code 119); attends meetings & seminars; prepares correspondence & responds to internal/external inquiries; delivers speeches; develops statewide EEO training programs to educate state agencies, colleges & universities, boards & commission, other governmental entities, special interest groups &/or public; trains new agency EEO managers regarding reporting responsibilities & internal processes (e.g. MBE/EDGE laws), implements organizational management improvements in operating units, other state agencies, colleges & universities, boards & commissions; provides assistance to managerial & supervisory personnel involved in implementation of improvements or new programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human resource management or business or public administration or political science; laws & rules governing assigned program activities*; supervisory principles & techniques; budgeting/fiscal management; employee training & development; public/customer relations*. Ability to define issues/concerns, collect data, establish facts & draw valid conclusions; prepare required records, reports & business correspondence; handle telephone, in-person & written contacts with government officials, contractors, MBEs, special interest groups & public; establish friendly atmosphere as supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in human resource management or business or public administration or political science; 24 mos. exp. human resource management & equal employment opportunity law; 24 mos. exp. discrimination complaint management; 24 mos. exp. communication & public speaking; 12 mos. additional managerial or supervisory exp.; 1 course or 3 mos. exp. in budgeting/fiscal management.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel to include overnight stay; may work evenings & weekends.