

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

Minority Business

SERIES NO.:

6915

MAJOR AGENCIES:

Administrative Services only

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the minority business occupation is to certify minority businesses & monitor minority participation in state funded projects, goods & services contracts.

At the first level, incumbents review & evaluate minority business enterprise applications for certification as minority business.

At the second level, incumbents coordinate operations of minority business enterprise program & act as lead worker over clerical support staff.

This class is restricted to use by Department of Administrative Services only.

CLASS TITLE:

Minority Business Officer

CLASS NUMBER:

69150

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of minority business enterprise regulations in order to review & evaluate minority business enterprise applications for certification as minority businesses.

CLASS TITLE:

Minority Business Coordinator

CLASS NUMBER:

69151

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of minority business enterprise regulations in order to coordinate operations of minority business enterprise program & act as lead worker over clerical support staff.

CLASS TITLE: Minority Business Officer	CLASS NUMBER: 69150	BARGAINING UNIT: 14
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EFFECTIVE DATE:
03/26/1990

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.)

Reviews & evaluates (e.g., verifies business activity; substantiate race of owners, executive officers & board of directors; reviews appropriate tax forms; critiques financial statements; conducts on-site interviews for construction companies having irregularities in application documentation) minority business enterprise applications for certification as minority business according to government regulations (e.g., House Bill 584 & 656, Administrative Rule 123:2-15-01, governor's Executive Order 84-9) & prepares analytical report with applicable exhibits &/or attachments & recommendation to accept/reject minority business enterprise for state certification approval or recertification for minority contractors & vendors.

Provides technical assistance to minority businesses, private organizations & governmental agencies on minority business enterprise requirements; advises minority businesses concerning forms preparation for participation in all phases of set-aside programs (e.g., loans, bonding, bidding qualifications); notifies set-aside review board members of contractors inability to let contracts to minority business enterprises; confers with unions, contractors, general public & employees on complaints & problems of related nature; attends pre-bid & pre-construction meetings with contractors; provides technical support to state agencies on identification of minority business enterprises; testifies in court or at public hearings.

Posts, logs, copies & files prime contract certification forms; writes periodic summary reports; distributes applications & instructions for construction unit certificate of compliance; attends workshops & seminars to increase knowledge of job.

MAJOR WORKER CHARACTERISTICS:

Knowledge of minority business enterprise regulations; interviewing; public relations*; labor relations*. Skill in operation of motor vehicle. 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 analytical reports & maintain records; gather, collate & classify information about data, people or things.

(*)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 minority business enterprise regulations; valid drivers' license.

-Or alternative, equivalent evidence of the Major Worker Characteristics 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.

CLASS TITLE: Minority Business Coordinator	CLASS NUMBER: 69151	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/26/1990

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.)

Coordinates operations of minority business enterprise program & acts as lead worker (i.e., provides work direction & training) over clerical support staff.

Reviews & evaluates (e.g., verifies business activity; substantiates race of owners, executive officers & board of directors; reviews appropriate tax forms; critiques financial statements; conducts on-site interview for construction companies having irregularities in application documentation) minority business enterprise applications for certification as minority business according to government regulations (e.g., House Bill 584 & 656, Administrative Rule 123:2-15-01, governor's Executive Order 84-9) & prepares analytical report with applicable exhibits &/or attachments & recommendation to accept/reject minority business enterprise for state certification approval or recertification for minority contractors & vendors.

Provides technical assistance to minority businesses, private organizations & governmental agencies on minority business enterprise requirements; advises minority businesses concerning forms preparation for participation in all phases of set-aside programs (e.g., loans, bonding, bidding qualification); notifies set-aside review board members of contractors inability to let contracts to minority business enterprises; confers with unions, contractors, general public & employees on complaints & problems of related nature; attends pre-bid & pre-construction meetings with contractors; provides technical support to state agencies on identification of minority business enterprises; testifies in court or at public hearings.

Posts, logs, copies & files prime contract certification forms; writes periodic summary reports; distributes applications & instructions for construction unit certificate of compliance; attends workshops & seminars to increase knowledge of job.

MAJOR WORKER CHARACTERISTICS:

Knowledge of minority business enterprise regulations; interviewing; public relations; employee training & development*, labor relations. Skill in operation of motor vehicle. 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 analytical reports & maintains 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 minority business enterprise regulations; 6 mos. trg. or 6 mos. exp. in labor relations; 6 mos. trg. or 6 mos. exp. in public relations; valid drivers' license.

-Or 6 mos. exp. as Minority Business Officer, 69150.

-Or alternative, equivalent evidence of the Major Worker Characteristics 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.