

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

EEO Contract Officer

SERIES NO.:

6916

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the EEO contract officer occupation is to ensure EEO & affirmative action compliance of 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 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 district office of ODOT; or, in DAS, review & monitor employment practices of 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 provides guidance & monitoring for all district purchasing staff on developing & maintaining minority business enterprise vendors' participation, or in ODOT district office, ensures contractors' compliance with EEO regulations & affirmative action requirements, or coordinates all functions of federal disadvantaged business enterprises program.

At the fourth level, in DAS only, incumbents act as lead worker over EEO contract personnel monitoring compliance of contractors or 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.

CLASS TITLE:

EEO Contract Technician

CLASS NUMBER:

69160

EFFECTIVE DATE:

06/18/2000

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 officer &/or supervisor in reviewing EEO & affirmative action compliance of contractors employed by one state agency at district level, central office location or agency-wide in agency other than DAS.

CLASS TITLE:

EEO Contract Officer

CLASS NUMBER:

69161

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of EEO & affirmative action regulations & procedures in district office of 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 employed at district office, or requires considerable knowledge of EEO & affirmative action regulations & procedures in order to, in DAS, review & monitor employment practices of 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.

CLASS TITLE:
EEO Contract Coordinator

CLASS NUMBER:
69162

EFFECTIVE DATE:
06/18/2000

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 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, or to coordinate all functions of federal Disadvantaged Business Enterprise (i.e., DBE) program to include reviewing & investigating EEO & affirmative action compliance for DBE program.

CLASS TITLE:
EEO Contract Specialist

CLASS NUMBER:
69163

EFFECTIVE DATE:
06/18/2000

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 analysts engaged in monitoring & investigating employment practices of 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).

CLASS TITLE: EEO Contract Technician	CLASS NUMBER: 69160	BARGAINING UNIT: 014
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EFFECTIVE DATE:
06/18/2000

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 agency other than DAS, assists in reviewing employment statistics, affirmative action plans & employment practices of 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 compliance reviews, notifies contractors of non-compliance findings & performs follow-up reviews.

Provides technical information & advice to 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 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/video display terminal & 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 contractors; 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.

CLASS TITLE: EEO Contract Officer	CLASS NUMBER: 69161	BARGAINING UNIT: 014
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EFFECTIVE DATE:

03/07/2004

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 district office of ODOT, serves as prevailing wage (i.e., guarantees that wage rates & fringe payments due employees are paid) coordinator & reviews & investigates contractors employed at district level 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 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 contractors on EEO law & compliance; meets with 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.

Performs clerical tasks relating to EEO contract compliance or minority business responsibilities; sets up & maintains files (e.g., prevailing wage; business; 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/video display terminal 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 /video display terminal*. 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.

(*)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 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.

CLASS TITLE: EEO Contract Coordinator	CLASS NUMBER: 69162	BARGAINING UNIT: 014
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EFFECTIVE DATE:
06/18/2000

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

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, or coordinates all functions of federal Disadvantaged Business Enterprises (i.e., DBE) program to include reviewing & investigating EEO & affirmative action compliance for DBE program.

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 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.

CLASS TITLE: EEO Contract Specialist	CLASS NUMBER: 69163	BARGAINING UNIT: 014
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EFFECTIVE DATE:
06/18/2000

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 team members (e.g., EEO contract analysts), defines projects to be assigned to EEO contract analysts for review, acts as lead worker over EEO contract personnel by providing work direction on-site (i.e., at office locations of construction companies) & training, reviews reports & verifies/validates information supplied by EEO contract analysts, reviews & investigates construction projects with EEO & affirmative action laws & regulations, performs paper audits at office locations of construction companies & conducts interviews with contractors & employees to determine fulfillment of contract 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 contractors on EEO law & compliance; meets with agency compliance officers & 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 contractors for compliance with EEO & affirmative action regulations.

Performs clerical tasks relating EEO contract 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/video display terminal & 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 contractors; 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.