

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

EEO Program

**SERIES NO.:**

6917

**MAJOR AGENCIES:**

Administrative Services only

**EFFECTIVE DATE:**

08/20/2006

**SERIES PURPOSE:**

The purpose of the EEO program occupation is to administer the Equal Employment Opportunity/Affirmative Action, Construction Compliance, Minority Business Enterprise, Encouraging Diversity, Growth & Equity programs, , compliance monitoring of state colleges & universities, boards & commissions, or multi-cultural affairs, research & data collection activities for reports required by statute, & related to state agency performance data & expenditures of state agencies for state certified Minority Business Enterprises, or to plan & direct all EEO construction compliance, special projects & local construction project operations for the State of Ohio Equal Opportunity Division & establish competitive set-aside opportunities.

At the lowest level, incumbents monitor EEO & affirmative action plans &/or investigate EEO complaints from all state agencies.

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

**GLOSSARY** – The following are definitions of terms that will be cited herein for this classification series.

AA – Affirmative Action

EEO – Equal Employment Opportunity

EOD – Equal Opportunity Division

MBE/EDGE – Minority Business Enterprise/Encouraging Diversity, Growth &amp; Equity

**CLASS TITLE**

EEO Enforcement Officer

**CLASS NUMBER**

69171

**PAY RANGE**

29

**EFFECTIVE**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of EEO & affirmative action regulations & procedures in order to monitor EEO & affirmative action plans &/or investigate EEO complaints from all state agencies.

**CLASS TITLE**

EEO Program Manager

**CLASS NUMBER**

69175

**PAY RANGE**

14

**EFFECTIVE**

08/20/2006

**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 EEO programs & operations & acts as unit supervisor over lower-level EEO staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
EEO Enforcement Officer	69171	14	03/07/2004	29

**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.)**

Monitors EEO & affirmative action plans of all state agencies to determine compliance with government regulations (e.g., Civil Rights Act, Title 6 & 7, Chapter 4112 of Revised Code, Rehabilitation Act, Section 504, federal Executive Order 11246, Administrative Rules 123:1-49-01 through 46, governor Executive Order 83-64), 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 &/or 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).

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 related to monitoring or investigative activities; answers correspondence, prepares reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of fractions, decimals & percentages; EEO & affirmative action regulations & procedures; interviewing; employee training & development\*; personnel, business or public administration\*. Skill in operation of motor vehicle. Ability to define problems, collect complaint data & determine jurisdictional requirements; read & interpret EEO & affirmative action laws & agency manuals; handle sensitive contacts & inquiries from all state agencies & managerial personnel; prepare investigative or summary report of findings.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

2 yrs. trg. or 2 yrs. exp. in personnel or business or public administration or labor relations to include familiarity with 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:**

Requires extensive travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
EEO Program Manager	69175	EX	08/20/2006	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.