

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

EEO Officer

SERIES NO.:

6913

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the equal employment opportunity (i.e., EEO) officer occupation is to develop & implement activities to assure compliance with equal employment opportunity & affirmative action government regulations for assigned state agency institution.

At the lower level, incumbents assist in implementation of EEO & affirmative action activities for state agency.

At the middle levels, incumbents develop & implement EEO & affirmative action plan for mental health institution or developmental center or department, plan & write affirmation action plan for agency &/or monitor civil rights compliance of county agencies, service providers &/or community agencies, receiving funding from state agency on statewide or regional basis.

At the highest level, incumbents plan, manage & coordinate EEO, affirmative action & minority business enterprise set-aside programs state-wide for a given state agency & supervise assigned staff.

Definition of Sub-Recipient: Organizational entity receiving direction and oversight from a state agency that allocates federal/state funds for the administration of social program(s).

CLASS TITLE:

EEO Technician

CLASS NUMBER:

69131

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The entry level class works under general supervision & requires working knowledge of EEO & affirmative action regulations & procedures in order to assist in implementation of EEO & affirmative action activities for state agency according to government regulations.

CLASS TITLE:

EEO Officer

CLASS NUMBER:

69132

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of EEO & affirmative action regulations & procedures in order to develop & implement EEO & affirmative action plan for mental health institution or developmental center or agency.

CLASS TITLE:

EEO Regional/Program Administrator

CLASS NUMBER:

69133

EFFECTIVE DATE:

01/29/2001

CLASS CONCEPT:

The first managerial level class works under direction & requires thorough knowledge of EEO & affirmative action regulations & procedures in order to develop & implement EEO & affirmative action plan for assigned state agency, &/or monitor all districts or institution, county agencies & community service agency's providers receiving funding from assigned state agency statewide or for assigned region for compliance with EEO & affirmative action regulations & established plans (e.g., under Department of Job & Family Services, monitor all district offices, county Departments of Job & Family Services, Children's Services Boards & contracted service providers; in Department of Mental Health, monitor all

service providers, institutions, mental health boards & community agencies in assigned region).

CLASS TITLE:

EEO Manager

CLASS NUMBER:

69135

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second managerial level class works under general direction & requires thorough knowledge of EEO & affirmative action regulations & procedures in order to plan & manage EEO & affirmative action program for state agency & supervise EEO investigative support staff.

CLASS TITLE:

Affirmative Action Manager 1

CLASS NUMBER:

69136

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first administrative level class works under general direction & requires comprehensive knowledge of EEO, affirmative action & minority business enterprise set-aside regulations & procedures in order to direct & administer comprehensive agency-wide EEO, affirmative action & minority business enterprise set-aside programs that include development & implementation of policies, affirmative action plan, related compliance programs, & management of agency's EEO complaint process & supervise assigned staff; or to act as assistant to higher-level affirmative action manager, supervise assigned personnel, manage & coordinate all state-wide activities that pertain to one, but fewer than all, components of agency's EEO, affirmative action & minority business enterprise set-aside programs that affect all offices in another political jurisdiction of state (e.g., all county Departments of Job & Family Services), all sub-recipients of Workforce Investment Act (i.e., WIA) or like federal act, all program recipients, & all contracted providers (e.g., health maintenance organizations) that fall under oversight of assigned state agency as mandated by workforce investment act or like federal act, & assist in development & implementation of program policies.

CLASS TITLE: EEO Technician	CLASS NUMBER: 69131	BARGAINING UNIT: 014
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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.)

Assists in implementation of EEO & affirmative action activities for state agency according to government regulations (e.g., Civil Rights Act, Title 6 & 7, Governor Executive Order 83-64 & 87-30, Federal Executive Order 11246, Administrative Rules 123:1-49-01 through 46, Age Discrimination Act), develops, monitors & evaluates agency forms (e.g., applicant data, EEO information, exit interview) & prepares comments for further action & possible revisions.

Assists in investigation & processing of EEO complaints; interviews employees, takes notes & advises of EEO laws & regulations; monitors agency hiring procedures & reviews interview questions.

Compiles & maintains applicant statistics for affirmative action plan; prepares periodic reports & required forms for affirmative action program.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO & affirmative action regulations & procedures; interviewing; labor relations*; personnel, business or public administration*. Skill in use of computers. Ability to define problem, collect complaint data & assist in determining corrective action; read & interpret EEO & affirmative action laws & agency manuals; calculate fractions, decimals & percentages; handle sensitive contacts & inquiries with state agency employees & administrative personnel; prepare investigative or summary reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in interviewing; 3 mos. trg. or 3 mos. exp. in EEO & affirmative action regulations & procedures.

-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:

Not applicable.

CLASS TITLE: EEO Officer	CLASS NUMBER: 69132	BARGAINING UNIT: 014
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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.)

Develops & implements EEO & affirmative action plan according to government regulations (e.g., Civil Rights Act, Title 6 & 7, Governor Executive Order 83-64 & 87-30, Federal Executive Order 11246, Administrative Rules 123:1-49-01 through 46, Age Discrimination Act) for mental health institution or developmental center or department, develops policies & procedures to assure compliance in recruiting, hiring & promotional opportunities, monitors goals & time tables & updates affirmative action plan & EEO manual.

Investigates EEO complaints of agency employees & attempts to resolve discrimination complaints through liaison with legal counsel & enforcement agencies; conducts on-site reviews & recommends corrective action to ensure governmental regulations are observed; prepares reports & recommendations based on investigations; provides EEO training to new employees & management personnel to keep abreast of new trends or legislation; advises employees with discrimination charges or grievances.

Develops & maintains contacts with employers & community organizations (e.g., urban league, NAACP, universities) to assist in recruiting employees for fulfillment of affirmative action goals; participates in interviewing & selection of applicants to ensure EEO regulations are not violated; plans, conducts & attends meetings.

Maintains applicant data bank, EEO, investigation records & statistical data; prepares periodic reports, surveys, position statements & other required forms for affirmative action program; posts EEO materials on bulletin board.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO & affirmative action regulations & procedures; interviewing; labor relations; employee training & development*; personnel, business or public administration. Skill in use of computers; operation of motor vehicle. Ability to define problems, collect investigative data & draw technical conclusions; read & interpret EEO & affirmative action law & agency manuals; calculate fractions, decimals & percentages; handle sensitive contacts & inquiries with state agency employees, community organizations & managerial personnel; prepare reports, surveys & position statements.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Undergraduate core coursework in personnel management, business or public administration to include coursework in personnel management principles; valid driver's license.

-Or 18 mos. trg. or 18 mos. exp. in interviewing; 18 mos. trg. or 18 mos. exp. in EEO & affirmative action regulations & procedures; 3 mos. trg. or 3 mos. exp. in labor relations; valid driver's license.

-Or 12 mos. exp. past probationary period as EEO Technician, 69131; valid driver's license.

-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.

CLASS TITLE: EEO Regional/Program Administrator	CLASS NUMBER: 69133	BARGAINING UNIT: EX
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EFFECTIVE DATE:

01/29/2001

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 & implements EEO & affirmative action programs, plans & policies for assigned agency &/or monitors all district offices or institutions, county agencies or community boards & service agencies/providers affiliated with or contracted by assigned state agency for compliance with EEO & affirmative action regulations & established plans statewide or for assigned region (e.g., in Department of Job & Family Services, plans & implements affirmative action plan for agency & methods of compliance for all county Departments of Job & Family Services, county Children Services Boards & providers & contracted providers & monitors same as well as district offices for compliance; in Department of Mental Health, schedules compliance reviews & monitors all institutions & community boards & their contracting agencies for compliance in one or more assigned region) & prepares reports of findings & recommendations to include corrective action & resolution of non-compliance.

Develops & conducts training workshops for entities monitored for compliance; develops strategies for complying with specific EEO & affirmative action guidelines, plans & regulations; conducts investigations of complaints filed internally & advises management as to disposition of case based upon findings; gathers EEO statistical data.

Prepares required correspondence & related reports & records; provides technical assistance to those monitored in developing affirmative action plan &/or concerning regulations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO & affirmative action regulations & procedures; interviewing; employee training & development; personnel, business or public administration. Ability to define problems, gather & research compliance & investigative data & determine resolution to achieve compliance & to better program & plans; read & interpret EEO & affirmative action laws & agency manuals; handle sensitive contacts with & inquiries from state & county agency employees & officials, community organizations, providers & administrative personnel; review & prepare investigative reports, correspondence, affirmative action plan or strategies & changes in policies & procedural manuals.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Undergraduate core coursework in personnel management, business or public administration to include coursework in personnel management principles; 12 mos. trg. or 12 mos. exp. in interviewing; 12 mos. trg. or 12 mos. exp. in EEO & affirmative action regulations & procedures; 12 mos. trg. or 12 mos. exp. in employee training & development; valid driver's license.

-Or 12 mos. exp. as EEO Officer, 69132; valid driver's license.

-Or 30 mos. trg. or 30 mos. exp. in conducting EEO & affirmative action investigative & compliance activities; valid driver's license.

-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.

CLASS TITLE: EEO Manager	CLASS NUMBER: 69135	BARGAINING UNIT: EX
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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.)

Plans & manages EEO & affirmative action programs according to government regulations (e.g., Civil Rights Act, Title 6 & 7, Governor Executive Order 83-64 & 87-30, Federal Executive Order 11246, Administrative Rules 123:1-49-01 through 46, Age Discrimination Act) for state agency, supervises EEO investigative support staff, oversees discrimination complaints against agency employees, reviews & approves on-site monitoring reports & agency compliance to affirmative action rules, assigns discrimination cases to staff & reviews work performance, oversees preparation of agency directives, letters, policy statements & procedural manuals relating to EEO & affirmative action programs, develops goals & time tables & oversees monitoring system for affirmative action program.

Develops, implements & conducts EEO conferences & training for agency director, department managers, supervisors & staff; oversees EEO orientation activities for new employees; investigates highly complex or sensitive discrimination cases; prepares reports & recommendations based on investigation; represents agency at discrimination complaint hearings conducted by state or federal agencies.

Monitors contacts with community organizations (e.g., urban league, NAACP, universities), advocacy groups & government enforcement agencies to assist in recruiting employees; answers inquiries from general public, oversees records & prepares reports; participates as observer in agency selection interviews to ensure EEO policy requirements are fulfilled.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO & affirmative action regulations & procedures; interviewing; labor relations; employee training & development; personnel, business or public administration; supervisory principles/techniques*. Skill in use of computers; operation of motor vehicle. Ability to define problems, research investigative data & negotiate solution; read & interpret EEO & affirmative action laws & agency manuals; calculate fractions, decimals & percentages; handle sensitive contacts & inquiries with state agency employees, community organizations & administrative personnel; review & prepare investigative reports, correspondence & changes in policies & procedural manuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Undergraduate core coursework in personnel management, business or public administration to include coursework in personnel management principles; 12 mos. trg. or 12 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 employee training & development; valid driver's license.

-Or 18 mos. exp. as EEO Officer, 69132; valid driver's license.

-Or 36 mos. trg. or 36 mos. exp. in conducting affirmative action & EEO investigative & compliance activities; valid driver's license.

-Or 6 mos. exp. as EEO Regional/Program Administrator, 69133; valid driver's license.

-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.

CLASS TITLE: Affirmative Action Manager 1	CLASS NUMBER: 69136	BARGAINING UNIT: EX
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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.)

Plans, develops & administers agency-wide EEO, affirmative action & minority business enterprise set-aside programs for assigned state agency that includes development & implementation of policies, affirmative action plan, related compliance programs, management of agency's EEO complaint process, & outreach to minority businesses concerning certification/recertification process, ensures programs' compliance with state/federal regulations including Civil Rights Act, Administrative Rules, Executive Orders, Age Discrimination In Employment Act & Americans With Disabilities Act, makes recommendations to administrative authority regarding needed corrections or improvements, develops &/or reviews policies & procedures for agency, & supervises staff;

OR

Acts as assistant to higher-level affirmative action manager, supervises assigned personnel, manages & coordinates all state-wide activities that pertain to one, but fewer than all, components of agency's EEO, affirmative action & minority business enterprise set-aside programs that affect all offices in another political jurisdiction of state (e.g., all county Departments of Job & Family Services), all sub-recipients of Workforce Investment Act (i.e., WIA) or like federal act, all program recipients, & all contracted providers (e.g., health maintenance organizations) that fall under oversight of assigned state agency as mandated by workforce investment act or like federal act, & assists in development & implementation of program policies..

Develops & maintains contacts with variety of organizations (e.g., universities, minorities, women, veterans, & advocate groups for persons with disabilities) regarding recruitment, consumer issues & labor market trends; directs processing of discrimination complaints & ensures timely & impartial investigation; serves as agency liaison to state EOC, Ohio Civil Rights Commission & federal EEOC; conducts on-site compliance visits as assigned.

Prepares administrative reports; responds to inquiries from employees at all levels of organization & external entities; participates in, speaks at &/or attends meetings, training programs & conferences & provides training programs to staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of EEO, affirmative action & minority business enterprise set-aside regulations & procedures; civil service laws*; federal anti-discrimination acts & laws; employment law; interviewing; human resources, or collective bargaining/labor relations, or business administration, or public administration; management or supervisory principles/techniques; public relations; technical or business writing. Skill in operation of personal computer & office system software*. Ability to deal with many variables & determine specific course of action; handle sensitive contacts & inquiries from employees, program recipients & government & legislative officials; interpret variety of technical material; prepare reports & correspondence.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program in business administration, public administration, collective bargaining/labor relations, or human resources; 24 mos. exp. in position responsible for managing EEO & affirmative action activities in government agency, educational institution or private sector organization/company of which at least 12 mos. included EEO processing, investigating & resolution of complaints; 12 mos. trg. or 12 mos. exp. in supervision/management.

-Or 18 mos. exp. as EEO Manager, 69135.

-Or 24 mos. exp. as EEO Regional Program Administrator, 69133.

-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.