

# Business Inclusion & Diversity Manager

## Ohio Turnpike - Berea, OH

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The Ohio Turnpike & Infrastructure Commission is seeking an experienced individual to work as the Business Inclusion & Diversity Manager in our Contracts Department at the Administration Building in Berea, OH. Please consider bringing your experience, talents, and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's some of what we can offer you:

- Salary range \$71,819.54-\$87,297.34 annually
- Excellent pension and health care benefits
- Generous paid leaves
- Stability

### **Main Job Tasks:**

#### Program Manager Duties

Serves as the Commission Program Manager through various roles including Certification Officer, Contract Compliance Monitor and Outreach Coordinator to meet the goals and objectives for the Commission's Business Inclusion Program.

- Certification Officer duties include maintaining and approving or denying applications certification in accordance with the applicable standards. This includes receiving and processing new/renewal applications for program certifications and maintaining the Commission's public certification directory.
- Outreach Coordinator collaborates with external partners and conducts, promotes and presents at networking events for small and otherwise disadvantaged businesses. Serves as liaison to small and otherwise disadvantaged businesses and other agencies regarding business inclusion efforts. Attend meetings, conferences, and working groups dealing with business inclusion related issues to increasing participation for underrepresented groups across the state.
- Compliance Monitor responsibilities include establishing goals on Commission contracts and evaluating bids and proposals to achieve those through Good Faith Effort analysis, tracking certified businesses' contract participation and monitors progress toward achieving inclusion goals and commitments, and reports and presents information on program effectiveness.
- Serves as the Prevailing Wage Coordinator preparing prevailing wage materials and handling all aspects of prevailing wage requirements, including maintaining project files for certified payrolls and contractors' affidavits of compliance. Reviews contractors' compliance with Drug-Free Workplace Safety policies as it relates to performing construction services.
- Coordinates and oversees maintaining contracts database using the B2Gnow Certification and Compliance software.
- Performs other related duties as assigned.

#### Diversity and Inclusion Representative Duties

Serves as the Commission's representative in various matters and initiatives promoting diversity and inclusion.

- Assists departments to design policies and programs that reinforce diversity and inclusion in the organization.
- Measures and forecasts diversity metrics.
- Works with Training and Development Manager to train employees on D&I initiatives.
- Represents organization at outreach/career events (e.g., job fairs).

- Assists HR Department in revising and updating job descriptions to broaden opportunities and remove barriers for under-represented applicants.
- Assists HR Department with outreach and recruitment to develop talent pipelines.

**Worker Characteristics:**

Ability to create partnerships with internal and external stake holders to develop, engage and promote inclusion of underrepresented companies to achieve program objectives.

- Ability to create and maintain good working relationships with government partners, businesses and small business advocacy groups
- Ability to assist with creating policy and procedures that build organizational structure to assist with the execution of Business Inclusion Program
- Ability to work independently with minimal direct supervision
- Ability to analyze certification applications of minority and disadvantaged and small businesses and apply standards and criteria to evaluate eligibility for program participation
- Knowledge of prevailing wage law requirements, regulations, and procedures under the Ohio Revised Code
- Skill in use of computers, including Word, Excel, Power Point and online research
- Ability to define problems, interview, collect routine and investigative data; establish facts and draw technical conclusions
- Ability to handle sensitive contacts and inquiries with contractors, unions, employees and general public
- Prepare statistical reports and maintain records; prepare and analyze reports, surveys and position statements
- Ability to handle frequent interruptions and achieve short deadlines

**Minimum Qualifications:**

- Must possess a minimum of a Bachelor’s Degree in Business Administration or other relevant subject.
- Must possess a minimum of two (2) years of experience working with Ohio businesses in the field of diversity and inclusion practices.
- Valid Class “D” Driver’s License is required.
- Must be proficient in Microsoft Office.
- American Contracts Compliance Association (ACCA) certification preferred or willingness to obtain ACCA certification within two years of employment.
- Exceptional interpersonal, written, and oral communication skills required.

**Application Process:**

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and resume via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission  
 Attn: Human Resources Manager  
 Reference Code: Business Inclusion & Diversity Manager  
 682 Prospect Street  
 Berea, Ohio 44017

**Applications will be received until position is filled.**

***The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.***