

Missouri Department of Transportation Job Description

Job Title: Civil Rights Specialist

Title Code: R04039

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office - External Civil Rights

Effective Date: 11-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The civil rights specialist performs routine entry-level activities required to ensure all contractors and subcontractors with current contracts comply with the equal employment opportunity laws as defined in each contract. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Public Administration, or related field
OR
- Four years of experience in construction, Equal Employment Opportunity (EEO) administration, Disadvantaged Business Enterprise (DBE) administration, personnel relations, construction methods, marketing, or related experience.

Special Working Conditions/Job Characteristics

- Job may require occasional, statewide, overnight travel.

Examples of Work

1. Monitors and tracks the submission of required reports from contractors.
2. Prepares and submits appropriate reports to the Federal Highway Administration (FHWA) and develops reports based upon requests from FHWA, the administrator, or management.
3. Develops and organizes annual equal employment opportunity workshops.
4. Oversees contractor compliance with on-the-job training requirements and develops programs designed to increase the training of women and minorities in the highway construction area.

5. Conducts compliance reviews, including review of contractor paperwork and completed forms, inspection of job site, interviews with contractors' employees and other investigations deemed necessary.
6. Reviews Disadvantaged Business Enterprise (DBE) certification applications, annual updates and re-certification applications.
7. Reviews and provides training to sub-recipients and functional units in Title VI requirements.
8. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.