

Missouri Department of Transportation Job Description

Job Title: Equal Opportunity and Diversity Manager

Title Code: R04588

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Equal Opportunity and Diversity

Effective Date: 08-01-2022

Replaces (Effective Date): [Click or tap here to enter text.](#)

General Summary

The equal opportunity and diversity manager oversees the development and implementation of department diversity, inclusion, and Equal Employment Opportunity (EEO) programs. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Human Resources, Labor Relations, Organizational Development, Personnel Management, or related field.
- Six years of professional human resources and/or equal opportunity and diversity experience.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

1. Oversees daily activities of department equal opportunity and diversity personnel.
2. Maintains knowledge of developments, trends, legislation, and best practices in diversity and EEO administration.
3. Assists the division director in drafting and overseeing EEO, diversity, and affirmative action plans for the department; monitors progress and collaborates with management to achieve diversity and inclusion goals.
4. Reviews current practices and policies and recommends updates to achieve department diversity goals.

5. Develops and implements reporting and audit procedures to assess the effectiveness of the organization's EEO, affirmative action, and diversity programs.
6. Ensures department compliance with federal, state, and local discrimination laws.
7. Designs and approves department-wide diversity and inclusion education programs.
8. Oversees the department's affirmative action plan, mentoring program, intern conference, college employment training program, and various employee resource groups.
9. Performs supervisory responsibilities in a manner consistent with the department's affirmative action program.
10. Performs other responsibilities as required or assigned.

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