

Missouri Department of Transportation Job Description

Job Title: External Civil Rights Manager

Title Code: R04123

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office - External Civil Rights

Effective Date: 11-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The external civil rights manager facilitates, coordinates and creates opportunities to increase minority and female inclusion in the areas of employment, procurement and highway contracting by managing the department's external affirmative action, equal opportunity and non-discrimination programs. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Public Administration, Human Resources/Personnel Management, Law, or related field, **AND** six years of experience in civil rights activities.

OR

- Ten years of experience in civil rights activities

Special Working Conditions/Job Characteristics

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

Examples of Work

1. Manages the equal employment opportunity and affirmative action programs for external employment, Disadvantaged Business Enterprise (DBE) certification, participation and verification, on the job training (OJT), contract compliance and Title VI of the Civil Rights Act.
2. Maintains knowledge of regulatory policy and legal material relevant to external civil rights; implements and manages policies for compliance with all civil rights programs and current laws.
3. Manages and advises external civil rights staff on policies related to economic and business development efforts and education for disadvantaged business enterprise firms, small businesses, contractors and the department's workforce.

4. Oversees project and contract compliance reviews and approves sub-recipient policies to ensure compliance with civil rights programs.
5. Supervises the day-to-day activities of the external civil rights staff, including team building, leadership development, assignment of duties, review of progress, performance management, accountability, development and training.
6. Oversees the implementation of the DBE Supportive Services and OJT Supportive Services federal program funds budget; prepares proposals and requests for federal funding; verifies federal performance measures and authorizes expenditures in compliance with the federal work plan.
7. Reviews records, data and correspondence pertaining to external civil rights matters, including communication within the department and with the Commission, media, industry, legislative representatives, and outside entities.
8. Ensures program budgets are monitored and effectively managed; assists in preparation of division operational budget.
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 otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.