

# Missouri Department of Transportation Job Description

**Job Title:** Intermediate Civil Rights Specialist

**Title Code:** R04040

**Salary Grade:** 8

**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 intermediate civil rights specialist performs varied and moderately complex activities related to the administration of a variety of verification, training, and other compliance programs. Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Public Administration, or related field, **AND** two years of experience in construction, Equal Employment Opportunity (EEO) administration, Disadvantaged Business Enterprise (DBE) administration, personnel relations, construction methods, marketing, or related experience
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- Six 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. Conducts and monitors external on the job training programs; researches and recommends improvements to training programs; reviews and approves trainee notifications and monthly trainee reports; and reviews all federal-aid projects to determine appropriate trainee goal on the project.

2. Reviews applications and personal net worth statements, conducts interviews, and makes recommendation to approve or disapprove DBE applications for certification and recertification.
3. Performs on-site reviews of contractor personnel and reviews payroll records, business records, contracts, and invoices to determine compliance with DBE and EEO special provisions on federal aid contracts; makes recommendations regarding compliance and deficiencies; may represent the department in legal proceedings, hearings or administrative reconsideration.
4. Conducts on-site interviews with DBE firms, contractors, and department personnel on project sites to review compliance with DBE regulations; conducts interviews with new applicants, contractors, field personnel and other government entities to obtain information concerning eligibility for certification and compliance.
5. Gathers information for investigations concerning challenges to DBE status, compliance with regulations requiring commercial useful function participation of DBE firms on projects and complaints pertaining to a contractor's EEO compliance and follow-up Voluntary Corrective Action Plan audits.
6. Provides one-on-one supportive services and guidance with DBE firms concerning other available supportive services; reviews and recommends approval or disapproval of training programs developed by contractors, the Associated General Contractors, and related groups.
7. Reviews sub recipients and other governmental agencies required to ensure non-discrimination; develops training materials, presentations and organizes training sessions for department personnel and sub recipients in Title VI requirements.
8. Conducts DBE bid letting verification process, project final verification, and goal setting.
9. Conducts community outreach with minority and female organizations, contractor organizations, and political representatives, and acts as an advocate for department efforts in non-discrimination, equal opportunity, and affirmative action.
10. Works closely with FHWA and county and city officials on compliance reviews and investigations involving contractors and DBE firms on federally funded projects.
11. 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.**