

Missouri Department of Transportation Job Description

Job Title: Senior Civil Rights Specialist

Title Code: R04041

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central Office - External Civil Rights

Effective Date: 11-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The senior civil rights specialist performs varied and complex activities related to the administration of a variety of verification, training, and other compliance programs. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Public Administration, or related field, **AND** four years of experience in construction, civil rights administration, Disadvantaged Business Enterprise (DBE) administration, personnel relations, construction methods, marketing or related experience
- OR
- Eight years of experience in construction, civil rights administration, Disadvantaged Business Enterprise (DBE) administration, personnel relations, construction methods, marketing, or related experience.

Special Working Conditions/Job Characteristics

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

Examples of Work

1. Reviews application materials, business financial documentation, and personal net worth documents; obtains information concerning certifications and re-certifications through on-site reviews with applicants, department personnel, and others.

2. Reviews all federal aid projects to determine the appropriate Disadvantaged Business Enterprise (DBE) and trainee goal based upon type of project, geographical area, availability of DBE firms, individual line items, status of overall state goal, and other relevant information.
3. Conducts investigations to determine compliance with the federally mandated "commercially useful function" requirements; determines appropriate action and/or monetary damages.
4. Monitors contractor compliance with contractual Equal Employment Opportunity requirements and on-the-job training programs.
5. Assures prompt payments to sub-contractors by primary contractor.
6. Investigates DBE third party challenges, commercially useful function complaints, bidding good faith efforts, and DBE goal compliance.
7. Coordinates Title VI activities and reviews of the department's divisions, sub recipients, and other governmental agencies required to ensure non-discrimination, equal opportunity, and affirmative action; recommends policies and procedures related to Title VI compliance and activities.
8. Coordinates DBE bid letting verification process, on the job training, and DBE goal setting, and project final verification; recommends rejection of bids, determines good faith efforts and liquidated damages for all department, aviation, transit and local public agency federal aid projects.
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. May represent the department in legal proceedings, hearings, or administrative reconsiderations.
11. May perform lead worker responsibilities, including providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction to accomplish tasks, and providing input to the direct supervisor on staffing decisions and performance management.
12. Performs other responsibilities as required or assigned.
13. Works closely with FHWA and county and city officials on compliance reviews and investigations involving contractors and DBE firms on federally funded projects.
14. 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.