

# MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

**Date Posted:** 10/08/2020  
**Application Deadline:** 10/22/2020  
**Job Post ID:** 13188  
**Job Title:** Civil Rights Specialist / Intermediate Civil Rights Specialist  
**Min Monthly Salary:** \$3,308.00 / \$3,675.00  
**Number Positions:** 1  
**Location:** 1617 Missouri Boulevard, Jefferson City, MO  
**District/Division:** Central Office / External Civil Rights Division  
**Human Resources Contact Number:** (573) 751-2923

**Notice:** The deadline to apply for this position is October 22, 2020, at 11:55 p.m. Telephone interviews will be held on October 29, 2020.

**Remote work location and/or teleworking is not available for this position.**

## **General Summary:**

### **--- Civil Rights Specialist ---**

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.

### **--- Intermediate Civil Rights Specialist ---**

The intermediate civil rights specialist perform 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:**

### **--- Civil Rights Specialist ---**

Bachelor's Degree: Business Administration, Public Administration, or related field

### **--- Intermediate Civil Rights Specialist ---**

Bachelor's Degree: Business Administration, Public Administration, or related field

Two years of experience in construction, Equal Employment Opportunity(EEO) administration, Disadvantaged Business Enterprise (DBE) administration, personnel relations, construction methods, marketing, or related experience.

## **Supervisory Responsibilities:**

### **--- Civil Rights Specialist ---**

None

### **--- Intermediate Civil Rights Specialist ---**

None

## **Special Working Conditions/Job Characteristics:**

### **--- Civil Rights Specialist ---**

Job may require occasional, statewide, overnight travel.

### **--- Intermediate Civil Rights Specialist ---**

Job requires regular, statewide, overnight travel.

### **Examples of Work:**

#### **--- Civil Rights Specialist ---**

- Monitors and tracks the submission of required reports from contractors.
- Gathers, enters, analyzes, and verifies accurate project data for all federal aid projects in system. Assists with preparing required reports for the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Aviation Administration (FAA), and assists with reports based upon requests from regulatory agencies, the director, or management.
- Develops and organizes annual equal employment opportunity workshops.
- 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.
- Conducts compliance reviews, including review of contractor paperwork and completed forms, inspection of job site, interviews with contractors' employees and other investigations deemed necessary.
- Reviews Disadvantaged Business Enterprise (DBE) new certification applications and annual updates.
- Reviews and provides training to sub-recipients and functional units in Title VI requirements.
- Reviews federal aid projects to propose an appropriate Disadvantaged Business Enterprise (DBE) and trainee goal based upon the type of project, geographical area, availability of DBE firms, individual line items, status of overall state goal, and other relevant information.
- Performs other responsibilities as required or assigned.

#### **--- Intermediate Civil Rights Specialist ---**

- 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.
- Prepares and submits required reports for the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Aviation Administration (FAA), and develops reports based upon requests from regulatory agencies, the director, or management.
- Reviews applications and personal net worth statements, conducts interviews, and makes recommendation to approve or disapprove DBE applications for certification and recertification.
- 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.
- 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.
- 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.
- 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.
- 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.
- Conducts DBE bid letting verification process, project final verification, and goal setting.
- 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.
- Works closely with FHWA and county and city officials on compliance reviews and investigations involving contractors and DBE firms on federally funded projects.

- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.