

# Missouri Department of Transportation

Code: R04136

Title: Diversity and Inclusion Specialist

Exemption Status: Non-Exempt

Grade: 11

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## Job Description

Effective Date 05-01-2016

Replaces  
(Effective Date)

**General Summary** The diversity and inclusion specialist performs routine entry-level activities which support diversity initiatives for the department and serves in an advisory capacity for equal opportunity and diversity related activities. Responsibilities are performed under direct supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field

**Supervisory Responsibilities** None

**Location** Central Office - Equal Opportunity and Diversity

**Special Working Conditions/Job Characteristics** Job may require occasional, statewide or out-of-state, overnight travel.

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## Examples of Work

- (1) Compiles necessary data and assists with preparation and monitoring of the Department's Affirmative Action Plan, diversity-related statistical information and reports.
- (2) Reviews information, data, and forms related to equal employment opportunity and affirmative action requirements.
- (3) Coordinates diversity and inclusion training, workshops and conferences.
- (4) Delivers diversity and inclusion training, presentations, workshops, and other learning initiatives.
- (5) Assists with diversity outreach efforts in the community.
- (6) Provides assistance on diversity recruitment and retention efforts.
- (7) Supports initiatives and tools to enable the organization to recruit, retain, and engage its diverse workforce.
- (8) Assists with various diversity programs.
- (9) 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.