

# Missouri Department of Transportation

Code: R04137

Title: Intermediate Diversity and Inclusion Specialist

Exemption Status: Non-Exempt

Grade: 13

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## Job Description

Effective Date 05-01-2016

Replaces  
(Effective Date)

**General Summary** The intermediate diversity and inclusion specialist performs varied and moderately complex 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 moderate supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field  
Two years of professional human resources and/or equal opportunity and diversity experience.

**Supervisory Responsibilities** None

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

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

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## Examples of Work

- (1) Maintains, coordinates, and monitors the affirmative action program with advisory assistance and field audits; may assist in investigations of employee grievances and claims of discrimination, harassment, or retaliation.
- (2) Designs and delivers diversity and inclusion training, presentations, workshops, and other learning initiatives; coordinates diversity conferences.
- (3) Provides assistance on diversity recruitment and retention efforts.
- (4) Serves as the lead contact for various diversity programs.
- (5) Monitors all federal and state laws to ensure compliance as it relates to diversity matters.
- (6) Provides advisory assistance to supervisors related to federal and state laws.
- (7) Assists with the preparation of complex narratives and statistical equal employment opportunity reports.
- (8) Assists with coordination of initiatives and tools to enable the organization to recruit, retain, and engage its diverse workforce.

- (9) Assists with diversity outreach efforts in the community.
- (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.**