

Missouri Department of Transportation

Code: R04138

Title: Senior Diversity and Inclusion Specialist

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 05-01-2016

Replaces
(Effective Date)

General Summary The senior diversity and inclusion specialist performs varied and complex activities which support diversity initiatives for the department and serves in an advisory capacity for equal opportunity and diversity related activities with a high degree of independence. Responsibilities are performed under general supervision.

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

Four years of professional human resources and/or equal opportunity and diversity experience.

Supervisory Responsibilities Lead Worker Only

Location Central Office - Equal Opportunity and Diversity

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

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, claims of discrimination, harassment, or retaliation.
- (2) Develops, implements, and maintains diversity education, training, workshops and other learning initiatives.
- (3) Develops and executes initiatives and plans that address recruitment, retention and engagement of diverse talent.
- (4) Provides guidance on diversity recruitment and retention efforts, workforce diversity best practices, and programs and policies in support of organizational goals.
- (5) Facilitates discussions to enhance the learning and understanding of diversity and inclusion.
- (6) Coordinates and conducts employee orientation programs.
- (7) Prepares complex narratives and statistical equal employment opportunity reports.
- (8) Provides information, guidance, and assistance to supervisors and employees on diversity related topics,

practices, programs, policies and laws.

- (9) Serves as the lead contact for various diversity programs and assists with diversity outreach efforts in the community.
- (10) Monitors all federal and state laws to ensure compliance as it relates to diversity matters.
- (11) May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (12) 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.