

# Missouri Department of Transportation

Code: R04039

Title: Civil Rights Specialist

Exemption Status: Non-Exempt

Grade: 11

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## Job Description

Effective Date 04-01-2020

Replaces  
(Effective Date) 04-01-2006

General Summary 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.

Minimum/Required  
Qualifications Bachelor's Degree: Business Administration, Public Administration, or related field

Supervisory  
Responsibilities None

Location Central Office - External Civil Rights

Special Working  
Conditions/Job  
Characteristics Job may require occasional, statewide, overnight travel.

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## Examples of Work

- (1) Monitors and tracks the submission of required reports from contractors.
- (2) Prepares and submits appropriate reports to the Federal Highway Administration (FHWA) and develops reports based upon requests from FHWA, the administrator, or management.
- (3) Develops and organizes annual equal employment opportunity workshops.
- (4) 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.
- (5) Conducts compliance reviews, including review of contractor paperwork and completed forms, inspection of job site, interviews with contractors' employees and other investigations deemed necessary.
- (6) Reviews Disadvantaged Business Enterprise (DBE) certification applications, annual updates and re-certification applications.
- (7) Reviews and provides training to sub-recipients and functional units in Title VI requirements.
- (8) 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.**