

# Missouri Department of Transportation

Code: R04041

Title: Senior Civil Rights Specialist

Exemption Status: Exempt

Grade: 15

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## Job Description

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 08-01-2004

**General Summary** The senior civil rights specialist performs varied and complex activities related to the administration of a variety of verification, training, and other compliance programs. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Business Administration, Public Administration, or related field  
Four years of experience in construction, civil rights administration, Disadvantaged Business Enterprise (DBE) administration, personnel relations, construction methods, marketing or related experience.

**Supervisory  
Responsibilities** None

**Location** Central Office - Construction and Materials

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

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## Examples of Work

- (1) Reviews application material, business financial documentation, and personal net worth documents; obtains information concerning certifications and re-certifications through on-site reviews with applicants, department personnel, and others.
- (2) Reviews all federal aid projects to determine the appropriate Disadvantaged Business Enterprise (DBE) and trainee goal based upon type of project, geographical area, availability of DBE firms, individual line items, status of overall state goal, and other relevant information.
- (3) Conducts investigations to determine compliance with the federally mandated "commercially useful function" requirements; determines appropriate action and/or monetary damages.
- (4) Monitors contractor compliance with contractual Equal Employment Opportunity requirements and on-the-job training programs.
- (5) Assures prompt payments to sub-contractors by primary contractor.
- (6) Investigates DBE 3rd party challenges, commercially useful function complaints, bidding good faith efforts and DBE goal compliance.
- (7) Coordinates Title VI activities and reviews of the department's divisions, sub recipients and other

governmental agencies required to ensure non-discrimination, equal opportunity, and affirmative action; recommends policies and procedures related to title VI compliance and activities.

- (8) Coordinates DBE bid letting verification process, on the job training and DBE goal setting, and project final verification; recommends rejection of bids, determines good faith efforts and liquidated damages for all department, aviation, transit and local public agency federal aid projects.
- (9) 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.
- (10) May represent the department in legal proceedings, hearings or administrative reconsiderations.
- (11) 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.**