

# Missouri Department of Transportation

Code: R04039

Title: Civil Rights Specialist

Exemption Status: Non-Exempt

Grade: 11

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## **Job Description**

**Effective Date** 04-01-2006

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

**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 - Construction and Materials

**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.**