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| Title: EEO/DBE Officer | Effective Date: June 22, 2019 | Grade: XX | Job Category: Professional |
| Prior Title: Section Head - EEO | Prior Effective Date: November 4, 2011 | Grade: XVII, XVIII | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under the direct supervision of the Director, this position is responsible for providing the assurance of equal employment practices within the Department and its contractors. This position is also responsible for the overall coordination of the Department's Disadvantaged Business Enterprise (DBE) program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Supervise and manage Section personnel.
- Interpret federal laws, rules and regulations related to Equal Employment Opportunity (EEO), Title VI and the DBE program to assure compliance by the Department and contractors.
- Evaluate policies and procedures and advise administration of appropriate implementation methods and/or corrective action.
- Supervise and conduct investigations of employment practices or alleged violations of laws to document and correct discriminatory factors.
- Supervise and conduct the preparation of reports related to investigations of equal opportunity complaints.
- Assure that all reports, statistics, and analyses are performed in accordance with state and federal regulations.
- Attend and coordinate activities of the Department's DBE Certification Committee.
- Oversee the activities of the DBE Supportive Services Program.
- Supervise and conduct contract compliance and desk audit reviews.
- Direct the establishment of the Department's annual overall DBE participation goal.
- Establish liaison with minority and female oriented organizations, educational and vocational institutions and agencies and organizations performing similar or related duties.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field. Supervisory and administrative experience. Effective oral and written communication, critical thinking, problem solving, program management, and social perceptiveness skills. Effective leadership and reasoning ability. Strong organizational skills, ability to manage diverse project assignments, and attention to detail. Ability to interpret and apply Department personnel policies and procedures. Ability to establish and maintain cooperative working relationships with others. Ability to read, analyze, and interpret federal rules and regulations. Knowledge of EEO and DBE rules and regulations. Knowledge of principles and procedures for personnel recruitment and selection. Proficiency in basic computer skills, including Microsoft Word, Excel, PowerPoint, and Outlook. Basic knowledge of highway contracting procedures. Occasional statewide travel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

