

Title: External EEO Coordinator	Effective Date: May 11, 2012	Grade: XIV	Job Category: Professional
Prior Title: External EEO Coordinator	Prior Effective Date: October 18, 2010	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under supervision of the Section Head, this position is responsible for assuring compliance with federal regulations by contractors involved in federal aid highway construction projects.

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 State Highway and Transportation Department is an "at will" employer.

- Provide advisory and consultative assistance to Department personnel in the interpretation and implementation of all policies and procedures pertaining to the Equal Employment Opportunity (EEO), and Contractor Compliance.
- Conduct briefings at preconstruction conferences on federal-aid projects for the purpose of indoctrinating contractors regarding contract EEO special provisions.
- Conduct EEO compliance reviews to ensure EEO program objectives are accomplished by contractors.
- Maintain local labor force data and other pertinent statistical information to be used to advise and assist contractors toward implementing their Affirmative Action programs.
- Establish liaison with minority-oriented organizations, educational and vocational institutions and agencies performing similar or related duties.
- Prepare reports to be distributed within the Department and/or forwarded to Federal Highway Administration (FHWA) as required.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus two years experience in civil rights field, OR the educational equivalent to a diploma from an accredited high school plus six years experience in civil rights field. Knowledge of EEO issues, specifically Contract Compliance. Above average oral and written communication skills. Demonstrated typing ability. Working knowledge of Microsoft Word, Excel and Outlook.

("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.)

