

Title: Internal EEO Coordinator	Effective Date: May 11, 2012	Grade: XIV	Job Category: Professional
Prior Title: Internal 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 developing, implementing, and maintaining a current affirmative action program to assure compliance with federal regulations.

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.

- Analyze, modify, and devise methods of communication, oral and/or written, to ensure compliance with the Department's affirmative action program.
- Advise and assist managerial personnel in developing programs to ensure achievement of affirmative action goals and objectives.
- Advise and assist in resolving complaints and grievances alleging discrimination.
- Collect, maintain and analyze statistical data for reports to the Director, Federal Highway Administration (FHWA), Divisions and Districts identifying the status of minority and female utilization in the Department workforce.
- Establish liaison with educational/vocational institutions, 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 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 affirmative action and Title VII of the Civil Rights Act of 1964. 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.)