

Title:	Effective Date:	Grade:	Job Category:
Title VI Coordinator	May 11, 2012	XIV	Professional
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CHARACTERISTICS OF WORK

Under supervision of the Section Head, this position is responsible for assuring compliance with federal regulations by contractors and consultants involved in federal aid highway projects and for monitoring the Department's Title VI program, Americans with Disabilities Act, Section 504 of the Rehabilitation Act (ADA/Section 504), and the Limited English Proficiency Program (LEP).

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 the Title VI programs that include ADA/Section 504 and LEP.
- Conduct briefings at kick-off meetings on federal-aid projects for the purpose of educating contractors/consultants regarding contract compliance.
- Review subrecipients and other governmental agencies required to ensure non-discrimination; develop training materials, make presentations and organize training sessions for Department personnel and subrecipients on Title VI requirements.
- Conduct Title VI reviews to ensure EEO program objectives are accomplished by contractors/consultants.
- Maintain local labor force data and other pertinent statistical information to be used to advise and assist contractors/consultants toward implementing their Title VI programs.
- Conduct community outreach with minority and female organizations.
- Advise and assist in resolving complaints and grievances which allege discrimination.
- Prepare reports to be distributed within the Department and/or forwarded to the 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 Title VI, ADA/Section 504, and LEP. Above average oral and written communications 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.)

