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Class Specifications
for the Class:

CIVIL RIGHTS COORDINATOR (DOT)

Class Distinguishers:

Managerial Responsibility: Serves as chief staff officer to the Director of the Department of Transportation (DOT), responsible for overseeing and administering a comprehensive department-wide civil rights program.

Complexity: This class reflects responsibility for serving as the chief staff officer to the Director of the Department of Transportation to ensure that the Department is in compliance with federal and State rules and regulations pertaining to the Civil Rights Act of 1964 and related laws in areas such as the Americans with Disabilities Act (ADA), Title VI and Disadvantaged Business Enterprise (DBE) and Equal Employment Opportunity (EEO). The work involves overseeing the development, implementation, monitoring and evaluation of the department-wide civil rights program to ensure compliance with all applicable civil rights rules and regulations, serving as the departmental liaison and authority on civil rights program matters and advising and representing the Director on such matters. The scope and intensity of the program requires supervising a staff of civil rights specialists, each responsible for a particular civil rights program area and providing oversight and consultation to divisional civil rights coordinators and other responsible personnel.

Personal Contacts: The work involves establishing and maintaining effective working relationships with all levels of government personnel, such as the U.S. Department of Transportation(USDOT), Federal Highways Administration (FHWA), Federal Aviation Administration (FAA) and the Federal Transit Administration (FTA), contractors, other industry groups and community organizations to advise on and ensure compliance with all applicable civil rights rules and regulations.

Supervision Exercised: Supervises a staff of civil rights specialists, each responsible for a particular civil rights program area and engaged in program development, evaluation, consultation and compliance work.

Supervision Received: The sole position in this class works under the general direction of the Director of Transportation and in accordance with applicable federal and State laws, and departmental rules, policies and procedures.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Civil rights laws, rules and regulations; issues of and principles and practices governing such areas as Title VI, Disadvantaged Business Enterprise, Equal Employment Opportunity and Americans with Disabilities programs; federal, State and DOT's mission and goals regarding how the civil rights program functions within the DOT's programs; DOT organization and functions; research, investigation, analytical and problem solving techniques; State budget, procurement and legislative processes; report writing; and principles and practices of supervision.

Ability to: Plan, organize, coordinate, evaluate and direct a comprehensive civil rights compliance program; interpret and implement civil rights compliance program requirements; interpret and apply complex written materials such as federal and State laws, rules, policies and procedures; identify and define discrimination issues/concerns through fact-finding or investigation; analyze and resolve complex civil rights problems; provide expert advice to DOT management and other civil rights personnel; formulate policies and procedures; establish priorities; establish and maintain effective working relationships with subordinates, departmental employees, administrators, U.S. DOT and other federal personnel, other state and local government agencies, special interest groups/individuals and concerned citizens, private sector representatives and the general public; deal tactfully with people of various social and economic levels; communicate effectively orally and in writing; exercise judgment, confidentiality, discretion, creativity and logic; negotiate and mediate differences to persuade or reconcile conflicting opinions or beliefs; formulate budget, staffing and other operational requirements; and plan, direct, coordinate and evaluate the work of subordinates.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Establish department policies, goals, objectives, procedures and rules in regards to civil rights compliance. Oversee the development, implementation, monitoring and evaluation of the department-wide civil rights program to ensure compliance with all applicable civil rights rules and regulations.

2. Advise the Director of Transportation and officials of outside compliance agencies such as the FHWA, FAA and FTA on the status of the program. Review program performance and accomplishments with federal agencies to insure goal attainment or renegotiations.

3. Participate in Director's senior management team meetings which may involve management discussions and plans relative to prospective program changes, reorganization and personnel issues affecting employee-employer relations. Advise management team on civil rights matters.

4. Provide oversight and consultation to divisional civil rights coordinators and other responsible personnel.

5. Direct the design and conduct of training activities to enhance the knowledge of DOT employees and managers and sub-recipients in the civil rights program areas.

6. Represent DOT in meetings, forums and conferences involving officials of other State agencies, federal agencies, community organizations and groups.

7. Testify at contested case hearings as the departmental civil rights expert. Direct the development and approval of inter-jurisdictional agreements. Participate in interstate and intrastate hearings on civil rights issues.

8. Review new or modifications to federal laws, rules and regulations and State statutes to determine their impact on DOT's program, rules, policies, procedures, practices, etc., and the changes that will be required. Disseminate information to program management and other DOT staff and sub-recipients.

9. Initiate, review, draft, testify and monitor legislation to ensure departmental compliance with federal regulations.

10. Plan, assign and review the work of staff who are each responsible for a particular civil rights program area. Recommend selection of staff. Orient, train and guide staff development. Develop expectations and evaluate job performance of staff. Assure conformance with applicable personnel rules and regulations; approve leave requests; recommend disciplinary actions and handle grievances.

11. Develop and justify program requirements such as budget, staffing, equipment and contract services. Approve and monitor program expenditures. Ensure establishment and maintenance of appropriate fiscal and program records.

Desirable Qualifications:

Demonstrated competency in:

- Program planning, development and evaluation.
- Anticipating, identifying and diagnosing potential or actual problem areas relating to program implementation and goal achievement.
- Communicating effectively with individuals with diverse backgrounds, orally and in writing.
- Managing and resolving conflicts, confrontations, and disagreements.
- Developing teamwork to achieve improvements to operational goals.
- Leadership and motivating staff.
- Consistent and effective use of the State's performance management system by setting performance standards; appraising staff accomplishments using the developed standards; and taking action to reward, counsel, coach or remove employees as appropriate.

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This is the first specification for the new class CIVIL RIGHTS COORDINATOR (DOT).

Effective Date: October 23, 2001

DATE APPROVED: 10/23/01

DAVIS K. YOGI
Director of Human Resources Development