

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Title VI Coordinator/EEO Specialist Position Number: 05005

Location: Helena Department: Transportation

Division and Bureau: Professional Services Division/Office of Civil Rights

Section and Unit: n/a

Job Overview:

This position serves as the agency-wide Title VI Coordinator and Equal Employment Opportunity, (EEO), Specialist. The position is responsible for the ongoing development and administration of multiple EEO Civil Rights programs in compliance with Civil Rights laws, and state and federal guidelines. The position coordinates with the MDT Administrative Team and program areas to oversee and implement the Department's Title VI programs and plans in compliance with applicable standards and requirements. The position reports to the OCR Bureau Chief.

Essential Functions (Major Duties or Responsibilities):

Program Management and Administration - 60%

- Administer the day-to-day operations of MDT's EEO Civil Rights Program, in accordance with United States Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA), and Federal Highway Administration (FHWA) and the Federal Motor Carrier Safety Administration, (FMCSA) and State of Montana laws and regulations with special attention to EEO and Title VI. Advise and assist Office of Civil Rights staff and MDT Administrative Staff to assure agency compliance.
- Partner with MDT Administrative staff to draft, submit and implement Title VI Plans required by the federal agencies, assist Administrative Staff to prepare for review and audits; partner with MDT Administrative Staff to address deficiencies. Provide technical support

and guidance in incorporating and interpreting best practice, and work with MDT Legal Services to resolve conflicts between federal regulations and state law.

- Partner with MDT Administrative staff to draft, submit and implement MDT's Title VI Goals and Objectives.
- Conduct and or monitor Title VI Representative meetings and activities. Coordinate with the Affirmative Action Officer, Title VI Representatives, agency staff, and affected members of public to develop, update, and implement MDT's civil rights policies, procedures, goals, and objectives with special attention to the Title VI plan and assurances for each federal operating agency.
- Assure compliance with state and federal reporting requirements. Prepare quarterly and annual reports for Civil Rights Chief to summarize accomplishments and planned activities for the next year.
- Monitor Environmental Justice and Limited English Proficiency programs to ensure compliance with federal requirements. If deficiencies are found, provide guidance and assistance to ensure compliance is met in a timely manner. Develop and monitor the Department's Limited English Proficiency Plan. Evaluate effectiveness of resources to provide language assistance and provide outreach materials and training to MDT staff and sub-recipients
- Develop, coordinate, and conduct community outreach (pamphlets, brochures), public education (training tools and delivery) and technical assistance (advisory consultations or visits) to recipients and MDT staff regarding civil rights obligations.
- Coordinate with Public Information Officer and consultants to ensure meetings are conducted in accordance with civil rights requirements, and provide guidance if deficiencies occur.
- Assist with complaints or issues related to External ADA programs.
- Conduct reviews of state and local agency sub recipients regarding their civil rights responsibilities. Coordinate with the Title VI Advisory Team to identify and conduct program area reviews to ensure compliance with federal regulations and MDT's plan. Provide education and training to assist with program implementation.
- Review and update MDT non-discrimination contract language to ensure compliance with federal assurances and Title VI Plans.

Investigation/Voluntary Resolution - 20%

- Investigate and monitor discrimination complaints under the Civil Rights law related to MDT programs and activities, involving MDT contractors, sub-contractors, as well as complaints filed by MDT employees and the public.
- Meet with individuals inquiring about filing a complaint. Analyze whether the complaint is related to a protected class or protected activity or should be referred to MDT's Human

Resources and Occupational Safety Division. Coordinate with the OCR Bureau Chief to determine the appropriate course of action and notify applicable parties.

- Investigate civil rights related complaints for MDT as necessary to ensure a seamless operation, in a timely manner according to the law. Determine scope of investigation, gather and analyze appropriate documentation, conduct interviews, apply appropriate laws, and determine if complaint was supported. Prepare a clear and concise report to summarize findings and present to Civil Rights Chief.
- Provide opportunity to reach voluntary resolution on complaints where a full investigation is not warranted. Meet with MDT management to determine courses of action and follow-up to determine if results of the action were satisfactory.
- Monitor complaints pertaining to MDT filed with other entities. Coordinate with other investigators, federal agencies (including FHWA, FTA, FAA, FMCSA, and Department of Justice), Equal Employment Opportunity Commission, Montana Human Rights Bureau and MDT Legal Services to provide investigatory work performed. This position maybe called upon to testify in hearings and trials.

Training - 15%

- Conduct EEO and Title VI training for MDT employees and sub recipients doing business with MDT. Identify, develop, monitor and present training on EEO, Title VI, and other Civil Rights topics to MDT employees. Identify, develop, monitor and present training to provide Title VI Representatives, MDT staff, and affected members of the public with information and knowledge necessary to assure compliance with state and federal civil rights requirements, including ADA, EEO, Title VI and Title VII

Other Duties - 5%

Perform a variety of other duties and activities as assigned by the OCR Bureau Chief in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

This position functions in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and policies related to Title VI, Title VII, civil rights requirements, and employment law.
- Knowledge of contract provisions as they relate to civil rights.
- Ability to interpret laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and policies related to Title VI, Title VII, civil rights requirements, and employment law.
- Ability to utilize multiple investigation and mediation techniques.
- Strong organizational skills; ability to manage multiple projects under tight deadlines and respond to non-routine situations.
- Use discretion and judgment when handling confidential and/or sensitive information
- Identify complex problems and review related information to develop and implement solutions.
- Establish and maintain effective and positive working relationships with co-workers; federal, local, and state officials; sub recipients; legislators; and the general public.
- Communicate effectively orally and in writing as appropriate for the audience.
- Research, gather and analyze facts and circumstances and draw effective conclusions.
- Conduct research into diverse areas of law and interpret and apply statutes, case law, and precedents as it relates to civil rights and employment law.
- Effectively deal with employees and public on contentious and confidential information.
- Understand and interpret laws, analyze data, and compile reports.
- Instruct and train a diverse group of individuals.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Legal Studies, Business Administration/Management, Human Resources, Public Administration, or a related field.

This position requires a minimum of 3 years of job related experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| none Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Human Resources Specialist 2 Job Code Number: B14032 Level: 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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