

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: Civil Rights Bureau Chief **Position Number: 14012**

Location: Helena **Department: Transportation**

Division and Bureau: Director's Office / Office of Civil Rights

Section and Unit: n/a

Job Overview:

The Civil Rights Bureau Chief works with the Montana Department of Transportation's (MDT's) Administrative Team to manage and implement MDT's Federal and State Civil Rights Programs including MDT's: Title VI Program, Title VII Program, Affirmative Action Program, Disadvantaged Business Enterprise (DBE) Program; External Americans with Disabilities Act (ADA) Program, On-the-Job Training Program (OJT); National Summer Transportation Institute, Small Business Enterprise (SBE) Program, DBE Supportive Services, OJT Supportive Services and the Contractor's Equal Employment Opportunity (EEO) Compliance Program.

The Civil Rights Bureau Chief is responsible for overseeing, tracking and reporting MDT's compliance with federal regulations to maintain MDT's eligibility for Federal funding.

This position has direct supervisory responsibility for 6.0 FTE and indirect supervisory responsibility for 3.0 FTE. Reports to the Deputy Director with access to the Director on matters involving Title VI.

Essential Functions (Major Duties or Responsibilities):

Program Management and Oversight - 50%

- Directs, plans, and coordinates the agency's civil rights activities. Partners with the Administrative Team including the Title VI Advisory Team to maintain compliance with MDT's federal operating agencies: United States Department of Transportation Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration and Federal Motor Carrier Safety Administration "Federal Operating Agencies".

- Oversees the creation, submission and implementation of MDT's Civil Rights documents including Title VI Plans for the Federal Operating Agencies, ADA Transition Plan, and Affirmative Action Plan, consistent with current federal and national standards. Provides general agency guidance and recommendations regarding best practices in the civil rights field, both internally and externally.
- Develops internal and external training plans consistent with federal and national standards.
- Manages MDT's processing of civil rights complaints, including initial intake, notifications, and investigations. Works with affected Administrators to develop an investigation plan to ensure consistent application of investigation protocols and policies. Oversees the development of investigative reports and supervises both internal and contract investigators. Presents final reports, including findings and recommendations to the Director and affected Branch Managers and Administrators.
- Approves the Affirmative Action Officer's reports and recommendations; partners with the HROS Administrator to establish hiring goals for MDT based on analysis of underrepresented populations. Oversees Affirmative Action Officer's compliance reviews of department hiring practices. Presents recommendations to the Administrative Team.
- Works with the Administrative Team to achieve compliance with federal requirements in order to maintain eligibility for Federal funds.
- Partners with the Human Resources and Occupational Safety Administrator to establish processes that ensure nondiscriminatory hiring practices.
- Reviews MDT's policies, procedures and practices for compliance with state and federal requirements and guidance.
- Serves as MDT's DBE Liaison Officer.
- Oversees the DBE Supportive Services and OJT programs in preparing, submitting, and implementing Scope of Work.
- Considers eligibility and applies for grants and additional funding sources to advance programs.
- Working with ISD to advance projects and ensure system needs meet federal reporting requirements.
- Serves as a central point of contact with the Federal Operating Agencies on reviews of MDT's Civil Rights Programs, and workd with Administrative Team to implement recommendations.
- Directs Office of Civil Rights' activities to facilitate delivery of MDT's program objectives.
- Cultivate relationships with civil rights program managers in state transportation agencies and professional associations.
- Represents MDT in public forums at the request of the Administrative Team.
- Approves plans, reports and updates required by MDT's Federal Operating Agencies and Montana Department of Administration.

Program Administration - 20%

- Directs and coordinates MDT's timely delivery of its Civil Rights Program to ensure deadlines are met.
- Directs and coordinates the Office of Civil Rights' (OCR's) timely submission of reports to MDT's Federal Operating Agencies.
- Coordinates MDT's responses to identify deficiencies.
- Works with MDT's Administrative Team to manage and implement MDT's Civil Rights Programs including MDT's: Title VI Program, Title VII Program, Affirmative Action Program, DBE Program; External ADA Program, OJT Program; National Summer Transportation Institute, SBE Program, DBE Supportive Services, OJT Supportive Services and the Contractor's EEO Compliance Program.
- Assists with program area reviews and subrecipient monitoring to evaluate compliance with federal and state civil rights' requirements.
- Reviews MDT's policies and practices in relation to State and federal mandates and applicable legislation and program mission mandates.
- Provides technical consultation to MDT's program areas and recommends necessary changes to the department's federal programs or training activities.

Staff Management - 25%

- Manage the staff, budget and operations of the MDT Office of Civil Rights to meet agency business needs and maintain a high level of credibility as effective and responsive team members.
- Manages staff of the office by reviewing and revising overall program work plans, priorities, procedures, performance assessments, and monitoring productivity of the office. Ensures that office staff complies with State and departmental personnel rules, regulations, and policies.
- Develop and allocate program budgets; monitor and review monthly expenditures; develop program budget proposals and amendments; forecast additional funds needed for training, equipment, materials, and supplies; evaluate project/program priorities; and write related reports to ensure adequate funding for attainment of objectives and to report accomplishments and expenditures.

Other Duties - 5%

This position performs a variety of other tasks as assigned by the Director and the Deputy Director in support of MDT's mission and Division objectives.

Supervision:

The number of employees supervised is: 6

The position number for each supervised employee is: 82008, 82007, 05005, 05034, 16005, and 82006

Physical and Environmental Demands:

- Works in a typical office environment.
- Required to travel in-state to attend conferences and/or meetings.
- Occasional out-of-state travel as needed for peer exchange with other states, conferences and training.

Knowledge, Skills and Abilities (Behaviors):

- Develop and maintain a high level of professional integrity and serve the best interests of MDT.
- Demonstrate versatile and resourceful problem-solving.
- Exercise a great amount of discretion in all phases of the position.
- Demonstrate advanced knowledge of the concepts and theories applicable to personnel, civil rights, labor, and administration.
- Apply knowledge of organizational and public administration theory and practice, budgeting, and program planning.
- Establish program goals and assist with implementation, guide policymakers, resolve conflicts and enhance compliance with programs inside and outside of the department.
- Knowledge of state and MDT policies, employment law, and hiring practices.
- Effective communication skills.

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 Business or Public Administration, Human Resources, Communications, Education, or related field.

This position requires a minimum of 5 years of related experience. This position requires a minimum of 3 year of supervisory 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 checked="" 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: Compliance Manager

Job Code Number: A9J01B

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

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date