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STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 02/96 - REV: 06/08

CLASS CODE: A17800
SALARY GRADE: \$16.32 - \$23.636 (353)
OVERTIME STATUS: N

HIGHWAY DBE SPECIALIST

DESCRIPTION: Under limited supervision, promotes participation in the Disadvantaged Business Enterprise (DBE) and other equal employment opportunity (EEO) programs; provides technical, administrative, and liaison services to participants and Roads Department staff; and investigates and monitors activities of applicants and participants to ensure compliance with agency, state, and federal program guidelines and regulations; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Processes applications for DBE certification to determine if applicants meet federal eligibility criteria, and makes recommendations to immediate supervisor and/or other Roads Department managers.

Conducts reviews of certified DBE firms and makes recommendations to immediate supervisor and/or other Roads Department managers regarding eligibility status.

Conducts reviews of certified DBE firms' performance on highway construction projects.

Investigates Title VI discrimination complaints against contractors and complaints involving certified DBE firms.

Identifies and contacts minority and female owned and controlled firms to solicit participation in the DBE program.

Directs certified DBE firms to companies and individuals that can provide them assistance with participating in the DBE program.

Answers questions from firms seeking DBE certification and provides guidance to firms with the DBE application process.

Prepares reports, publications, and presentations to meet requirements of DBE and other programs and to disseminate information to various audiences.

Inspects project sites and/or home offices to ensure contractors are in compliance with their EEO/EO contract provisions.

Analyzes contractors' records on hiring and training of women and minorities, and subcontracting with women and minority owned firms.

Documents all inspections/reviews and prepares written EEO Contractor Compliance Review and annual on-the-job training (OJT) reports for the Federal Highway Administration (FHWA).

A17800 – HIGHWAY DBE SPECIALIST (continued)

Approves contractor requests to enroll specific individuals in the OJT program, and coordinates and monitors the OJT program to ensure contractors are meeting their contractual obligations.

A17800 - HIGHWAY DBE SPECIALIST (continued)

Receives forms and reports from contractors, and maintains files and electronic databases on the DBE program and for OJT progress reports and annual program reports for the FHWA.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the requirements of state and federal employment and civil rights laws; federal DBE, OJT, and EEO compliance rules and regulations; the DBE and other program documentation requirements; highway construction industry operations; agency competitive bidding processes and policies; contract laws; practices for developing capabilities of business owners and contractors.

Ability to: develop and write annual plans and reports of program activities and accomplishments; maintain a public relations program through groups presentations and publications; apply investigative and compliance review techniques; analyze and understand underlying factors of complaints and develop solutions to employment problems; determine and understand effects of corrective actions.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: various facets of contract administration; general provisions of equal employment and civil rights laws; affirmative action efforts.

Ability to: interact and show tact with contractors and program participants; conduct interviews and meetings and communicate orally and in writing with groups and individuals; compile and present information/data and write reports; plan and conduct independently multiple work assignments.

Skill in: computer applications (such as Microsoft, Excel, and Access) within a mainframe and personal computer environment.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any equivalent combinations of education, training, and/or experience that will enable an individual to possess the required knowledge, abilities, and skills. General qualification guidelines for positions in this class are: post high school coursework or training in business administration, management, social sciences, or related field, AND experience in interpreting and administering contracts and/or employment laws, rules, and regulations.

Preferred qualifications are post secondary coursework/training in equal employment opportunity laws, civil rights laws, affirmative action and investigations, AND experience working with Equal Employment

A17800 – HIGHWAY DBE SPECIALIST (continued)

Opportunity/Civil Rights Programs (especially U.S. DOT DBE Program and/or EEO Contractor Compliance Program) and/or investigating/reviewing businesses for compliance with state and/or federal EEO/Civil Rights laws, rules, and regulations.

SPECIAL NOTE:

State-wide travel may be required. Specific positions in this class may require an employee to possess a valid Nebraska driver's license or provide a substitute licensed driver.