

**DESCRIPTION:** Under general to limited supervision, performs varied, responsible duties in the Title VI Civil Rights Program of the Nebraska Department of Roads (NDOR), to promote and ensure nondiscrimination in NDOR programs and services; assists and supports a civil rights program supervisor; plans, organizes, and performs technical, administrative, liaison, and oversight activities in one or more civil rights programs such as: the Americans with Disabilities Act/Section 504, Contractor Compliance, Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), or other similar programs; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single-level, entry and full performance classification where the primary and predominant focus of the work assigned to positions is on one or more nondiscrimination programs to ensure compliance with State and federal regulations and associated guidance and documents by the agency, firms, and/or sub-recipients engaged in construction and other transportation projects receiving federal aid. Positions in this class differ from comparable positions in the scope and nature of civil rights program assistance or oversight provided and/or of administrative management and staff supervision work performed, relative to these programs.

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

Confers with NDOR staff members and sub-recipients such as contractors, consultants, suppliers, vendors, universities, colleges, planning agencies, cities, and counties to provide technical assistance, to request and provide information, to discuss and explain civil rights laws, regulations, and program requirements, and to assist in developing, implementing, and operating civil rights programs.

Evaluates or assists in evaluating civil rights plans, manuals, documents, records, and related information to determine compliance with applicable laws, regulations, and requirements.

Conducts or assists in conducting compliance reviews/inspections of NDOR and sub-recipient civil rights programs/work sites to ensure they comply with applicable laws, regulations, requirements, and program plans; compares program activities, plans, reports, records, and attainments with program requirements and goals; prepares or assists in preparing compliance and administrative reports; and makes recommendations regarding civil rights program plans, programs, reports, requests, and other areas.

Receives and reviews plans, reports, applications, requests, forms, and other documents submitted by NDOR staff members, sub-recipients, applicants for participation in NDOR programs and services, and other activities; receives, files, and maintains electronic and physical records.

Prepares or assists in preparing program plans, reports, publications, program documents, correspondence, and presentations to develop, implement, document, communicate, and/or publicize program information.

A57800 – HIGHWAY CIVIL RIGHTS SPECIALIST (continued)

Identifies and contacts representatives of minority and female organizations, or other protected class individuals/organizations, to solicit participation in NDOR programs such as DBE and EEO; publicize NDOR civil rights commitments and programs; and refers individuals and organizations to appropriate NDOR staff members, external organizations and companies, or individuals.

Investigates or assists in the investigation of discrimination complaints; explains the complaint and investigative process to the parties involved; interviews parties to the complaint; obtains and reviews relevant written documents; documents the investigation; prepares investigative and administrative reports; and maintains complaint and investigation records.

Develops and conducts civil rights training for NDOR staff members and sub-recipients; provides informal training to staff members and sub-recipients as required.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: federal or State employment or civil rights laws and regulations; computer word processor, spreadsheet, presentation and database applications; federal or State employment or civil rights laws and regulations; computer word processor, spreadsheet, presentation, and database applications.

Ability to: read, understand, apply, and explain laws and regulations; prepare work/program plans and reports; interact and show tact with diverse individuals and groups; conduct interviews and meetings; communicate in person, and by telephone, email, and correspondence to share technical, legal, and general information with groups and individuals; compile and present information/data, and write reports; independently plan and conduct multiple work assignments; develop and write annual plans and reports of program activities and accomplishments; conduct a public relations program through group presentations and publications; apply investigative and compliance review techniques; analyze and understand underlying factors of complaints and develop solutions to employment problems.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework or training in business or public administration, management, social sciences, or related field, and experience in interpreting and enforcing labor, employment, or civil rights laws and regulations, or in implementing nondiscrimination policies, procedures, and plans.

**SPECIAL NOTE:**

Statewide 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.