

**STATE OF NEBRASKA CLASS SPECIFICATION
HIGHWAY EXTERNAL CIVIL RIGHTS/DBE OFFICER**

EST: 07/93 – REV: 10/11
CLASS CODE: V57670

DESCRIPTION: Under administrative direction, manages and coordinates all aspects of the agency's Disadvantaged Business Enterprise (DBE) and Contractor Compliance programs; serves as the DBE/Contractor Compliance Liaison between the agency and the Federal Highway Administration; 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.)

Manages the DBE certification program to ensure applicants meet federal eligibility criteria; reviews and approves staff recommendations; advises supervisory and management staff on matters pertaining to the DBE Program and contractor compliance.

Plans, assigns, monitors and evaluates the work of subordinate staff; monitors work and completes performance evaluations; provides guidance and counseling as necessary; determines and provides or arranges for training; reviews and approves subordinate reports, recommendations and completed assignments; reviews and approves subordinate timesheets.

Plans and coordinates reviews of DBE applicants; evaluates and approves recommendations of staff regarding reviews for compliance with federal and state program guidelines and regulations regarding eligibility status.

Investigates or evaluates staff investigative reports of Title VI discrimination complaints against contractors and complaints involving certified DBE firms.

Coordinates the identification and contact of minority and female owned and controlled firms to solicit participation in the DBE program.

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

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

Inspects or reviews and approves staff inspections of project sites and/or home offices to ensure contractors are in compliance with their EEO contract provisions.

Reviews and approves staff analysis of contractors' records on hiring and training of women and minorities and subcontracting with women and minority owned firms.

Coordinates the preparation of written EEO Contractor Compliance Review and annual on-the-job training (OJT) reports for the Federal Highway Administration (FHWA).

Coordinates staff review and approval of 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.

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

Knowledge of: FHWA Title VI Civil Rights DBE, OJT and EEO compliance rules and regulations; 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; personnel management administration; governmental relations.

Ability to: plan, direct and coordinate DBE and Contractor Compliance programs in accordance with Federal guidelines and regulations; advise Agency supervisors and managers and DBE applicants and certified DBE contractors regarding all aspects of the DBE and Contract Compliance program; effectively work with people of different ethnic groups and gender.

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

Knowledge of: state and federal employment and civil rights laws; EEO and affirmative action regulations and practices; contract administration; civil rights discrimination complaint and investigation procedures.

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; independently plan and conduct multiple work assignments; develop and write annual plans and reports of program activities and accomplishments; maintain 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; determine and understand effects of corrective actions.

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

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

Any equivalent combination of education, training and/or experience that will enable an individual to possess the required knowledge, skills and abilities. 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 administrative or professional level experience in equal employment opportunity, civil rights and/or affirmative action INCLUDING experience conducting civil rights and/or equal employment opportunity investigations.

SPECIAL NOTES:

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

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.