

CLASS TITLE: ADMINISTRATOR, CIVIL RIGHTS PROGRAMS (DOT)

Class Code: 02731400

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation to plan, administer, organize, direct and evaluate the work of a staff engaged in a comprehensive program designed to assure compliance with the requirements of all federal and state laws and regulations regarding civil rights and equal opportunity; to oversee the preparation of the annual internal and external Affirmative Action Plans, the Title VI Nondiscrimination Plan and an ADA Transition Plan; to provide technical assistance as necessary to all program managers to comply with applicable federal and state laws and regulations; to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion, through conferences and submitted reports, for results obtained and conformance to statewide policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the work of an administrative, professional and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation to plan, administer, organize, direct and evaluate the work of a staff engaged in a comprehensive program designed to assure compliance with the requirements of all federal and state laws and regulations regarding civil rights and equal opportunity; to oversee the preparation of the annual internal and external Affirmative Action Plans, the Title VI Nondiscrimination Plan and an ADA Transition Plan; and to provide technical assistance as necessary to all program managers to comply with applicable federal and state laws and regulations.

To assure external civil rights compliance in all aspects of the department's federal programs.

To develop and oversee the supervision of the Department's Disadvantaged Business Enterprises (DBEs) program; to supervise reviews of DBE applications for certification.

To assure internal civil rights program compliance in all aspects of the department's programs, with the requirements of all federal and state laws and regulations regarding equal opportunity and to work closely with state and federal agencies concerned with equal opportunity; to provide training and technical assistance as is necessary for all departmental Hiring Managers to comply with equal opportunity laws and regulations; to develop and implement the department's Affirmative Action Plan and to make changes in order to improve the performance of the plan; to consult with the various internal Hiring Managers to familiarize them with the aims of the equal opportunity program and to gain their cooperation in attaining these goals; to prepare reports as to the progress and status of the Department's Equal Opportunity Program; to participate in the development and implementation of programs for training, education, job redesign, and career counseling to assure opportunities for upward mobility of employees; to establish contact with women's and minority groups in order to understand the problems facing them in seeking employment and to work with these groups in solving problems.

To assure internal Title VI of the Civil Rights Act compliance in all aspects of the department's programs, and with the requirements of Rhode Island Public Laws and Regulations; to oversee the department's contract compliance between contractor/vendors, unions, the minority community, females and disadvantaged persons for employment doing business with the state; to oversee the contract compliance program; and to oversee the preparation of the department's Title VI Nondiscrimination Plan.

To oversee compliance with the Americans with Disabilities Act (ADA) in all aspects of the department's programs; to oversee the development of the department's compliance program in the planning, designing and construction of state transportation projects and services to assure accessibility to persons with disabilities; to oversee the coordination of the department's compliance with other state agencies, including the Governor's Commission on the Handicapped and to oversee the preparation of the department's ADA Transition Plan.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques of civil rights work and the ability to apply this knowledge to the problems of realizing equal opportunity in a state department's federal programs; a thorough knowledge of the causes and effects of discriminatory practices against women and minorities; a working knowledge of federal and state laws as they relate to equal opportunity; a working knowledge of the organizational structure of state government; the ability to devise programs designed to assure equal employment opportunities; the ability to plan, supervise and review the work of a subordinate staff; the ability to maintain effective working relationships with contractors, public officials, workers and with women's and minority groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree with specialization in Public Administration, Business Administration, Law, Education, Sociology, Psychology or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory position in the public or private sector dealing with equal employment, affirmative action, civil rights, contract compliance review, or a closely related field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 21, 2016

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