

**CLASS TITLE: DIVERSITY AND COMPLIANCE MANAGEMENT  
SYSTEM/PRISM COORDINATOR (DOT)**

Class Code: 02791400  
Pay Grade: 30A  
EO Code: B

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** To serve as a civil rights contract/contractor compliance management system coordinator in accordance with U.S. Department of Transportation Federal Highway (USFHWA), Federal Transit Administration (FTA) and other federal agency mandates; to be responsible for the Department's minority business Contractor Compliance Program and to ensure that the Rhode Island Department of Transportation's (RIDOT) contractors, subcontractors, material suppliers, vendors and consultants do not discriminate in employment based upon race, color, religion, sex, national origin, age or disability; and, where the need has been identified, provide equal employment opportunity through affirmative action; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed for results obtained.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve as a civil rights contract/contractor compliance management system Coordinator in accordance with U.S. Department of Transportation Federal Highway (USFHWA), Federal Transit Administration (FTA) and other federal mandates.

To be responsible for the Department's EEO Contractor Compliance Program and to ensure that the Rhode Island Department of Transportation's (RIDOT) contractors, subcontractors, material suppliers, vendors and consultants do not discriminate in employment based upon race, color, religion, sex, national origin, age or disability; and, where the need has been identified, provide equal employment opportunity through affirmative action.

To be responsible for the administration and coordination of the PRISM computerized Diversity and Compliance Management software system, and to assist in other programs designed to assure equal opportunity in all aspects of the department's External Affirmative Action Plan and to insure that contractors are informed and conform to program guidelines and requirements.

To oversee the utilization of the PRISM Compliance Management system and other software programs (e.g. Microsoft Word, Excel, Access, Power Point, Visio, etc.); to organize, produce and distribute a variety of informational reports and statistical data as needed to the appropriate compliance authorities.

To be responsible for the Department's EEO Contractor Compliance Program and to ensure that RIDOT's contractors, subcontractors, material suppliers, vendors and consultants do not discriminate in employment based upon race, color, religion, sex, national origin, age or disability; and, where the need has been identified, provide equal employment opportunity

through affirmative action.

To assist the Administrator of Civil Rights Programs in the establishment of policies and procedures relative that will enable the Department to determine a contractor's compliance with Federal and State EEO requirements, and when non-compliance is determined, to ensure that a corrective action plan is established and followed by the Contractor.

To monitor and review contractor's efforts to comply with applicable EEO and affirmative action requirements on an ongoing basis and to conduct formal compliance reviews (EEO Contractor Compliance Review) to determine the contractors' adherence to the requirements of the contract and the effectiveness of their affirmative action efforts in accordance with U.S. Federal Highway (FHWA) mandates; to perform outreach with the disadvantaged business community and contractors and to coordinate liaison activities on behalf of the RIDOT.

To provide guidance to RIDOT contractors and agency personnel on all laws associated with the Davis Bacon and Related Acts, the Fair Labor Standards Act, the Contract Work Hours and Safety Standards Act, and the Copeland Act and to ensure that federal and state labor regulations are followed throughout the prosecution of project work.

To make routine checks of contractors and subcontractors' payrolls for accuracy and completeness with regard to names of employees, job classification, wage rates, hours worked, gross earnings, itemized deductions, fringe benefit programs and net weekly wages paid.

To be the Department's resident technical expert in the PRISM Compliance Management system, to administer, utilize, and manage the system and oversee the use by all Contractors and Subcontractors.

To train and assist the contractors with any technical issues relative to the PRISM software system and ensure the submission of the required documentation through the system.

To produce all required federal and state reports relative to Contractor Compliance and Labor Compliance.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the causes and effects of discrimination practices against the disadvantaged; a thorough knowledge of the numerous management information software programs needed for data and financial reporting; a working knowledge of the function and objectives of equal employment and training programs, the ability to establish and maintain effective working relationships with government officials, business community, community based organizations, union representatives and the general public; a thorough knowledge of the management information software programs needed for data reporting; the ability to prepare technical reports and communicate effectively; 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 specialization in Business Administration, Public Administration, Management Information Systems or a closely related field, supplemented with advanced training in automated data and financial records reporting;

Experience: Such as may have been gained through: considerable employment in a public agency or private enterprise in a very responsible data systems management position dealing with minority or small business organizations, on-the-job training (OJT) programs, and the public sector transportation and construction industry.

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

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