

**CLASS TITLE: MONITOR ADVOCATE/CHAMP
COORDINATOR (DOT)**

**Class Code: 02791400
Pay Grade: 28A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform the duties of a Monitor Advocate/Champ Coordinator in accordance with U.S. Department of Transportation Federal Highway (USFHWA) mandates; to perform outreach with the disadvantaged business community and contractors and to coordinate liaison activities on behalf of the RIDOT; 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 perform the duties of a Monitor Advocate in accordance with U.S. Department of Transportation Federal Highway (USFHWA) mandates; to perform outreach with the disadvantaged business community and contractors and to coordinate liaison activities on behalf of the RIDOT;

To be responsible for the administration and coordination of the Computerized Highway Affirmative Action Management Program (Champ) and to assist in other programs designed to assure equal opportunity in all aspects of the departments External Affirmative Action Plan and to insure that contractors are informed and conform to program guidelines and requirements.

To develop strategies to improve internal administrative processes, communications and documentation as related to the Champ Program

To monitor Champ program goals and report situations of disparity.

To assist and act as resource Champ program employers and participants when needed.

To oversee and resolve Champ program related complaints between employers, participants and federal authorities.

To coordinate on-site field visits and inspections with federal, state agencies and contractors in order to monitor Champ program data reporting.

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

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 management information software programs needed for data 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 in Business Administration, Management Information Systems or a closely related field;

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

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

Class Created: December 19, 1999

Editorial Review: 3/15/03