

Title: EEO Specialist	Effective Date: January 5, 2017	Grade: XII	Job Category: Professional
Prior Title: EEO Specialist	Prior Effective Date: July 17, 2014	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under immediate supervision of the Section Head, this position is responsible for assuring compliance with Title VI and Title VII of the Civil Rights act of 1964.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Advise and assist in resolving complaints which allege discrimination.
- Provide advisory and consultative assistance to Department personnel in the interpretation and implementation of all policies and procedures pertaining to the Equal Employment Opportunity (EEO).
- Prepare a variety of statistical and narrative reports.
- Conduct exit interviews.
- Monitor and track female and minority workforce utilization.
- Assist District and Division management with female and minority recruitment.
- Conduct community outreach with minority and female organizations.
- Assist with Title VI reviews to ensure EEO program objectives are accomplished by contractor consultants.
- Assist with review of subrecipients and other governmental agencies required to ensure non-discrimination under Title VI.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus two years experience in civil rights field, OR the educational equivalent to a diploma from an accredited high school plus six years experience in civil rights field. Knowledge of EEO issues, specifically Title VI and Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, and Limited English Proficiency. Above average oral and written communications skills. Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook.

"Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation."

