

Title: <b>Section Head - EEO</b>	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: <b>Section Head - EEO</b>	Prior Effective Date: August 24, 2007	Grade: XVII	Page: 1 of 1

## CHARACTERISTICS OF WORK

Under the direct supervision of the Human Resources Officer, this position is responsible for providing the assurance of equal employment practices within the Department and its contractors. This position is also responsible for the overall coordination of the Department's Disadvantaged Business Enterprise (DBE) program.

## 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.

- Supervise and manage Section personnel.
- Interpret federal laws, rules and regulations related to Equal Employment Opportunity (EEO), Title VI and the DBE program to assure compliance by the Department and contractors.
- Evaluate policies and procedures and advise administration of appropriate implementation methods and/or corrective action.
- Assure that all reports, statistics, and analyses are performed in accordance with state and federal regulations.
- Attend and coordinate activities of the Department's DBE Certification Committee.
- Oversee the activities of the DBE Supportive Services Program.
- Supervise and conduct EEO complaint, contract compliance and desk audit reviews.
- Direct the establishment of the Department's annual overall DBE participation goal.
- Establish liaison with minority and female oriented organizations, educational and vocational institutions and agencies and organizations performing similar or related duties.

## MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field. Supervisory and administrative experience. Effective oral and written communication skills. Ability to read and interpret federal rules and regulations. Knowledge of EEO and DBE rules and regulations. Basic knowledge of highway contracting procedures. Occasional statewide travel.

*("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.)*