

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Civil Rights Program Supervisor**

**Position Number: 82008**

**Location: Helena**

**Department: Transportation**

**Division and Bureau: General Operations / Office of Civil Rights**

**Section and Unit: Program Operations**

### **Job Overview:**

The Civil Rights Program Supervisor is responsible for the ongoing development and administration of multiple Civil Rights programs, including Disadvantaged Business Enterprise (DBE) Program, Small Business Enterprise (SBE) Program, and DBE/SBE Supportive Services. This position monitors and reports compliance with applicable standards and requirements. The position reports to the OCR Bureau Chief and supervises four employees.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Program Development and Administration - 45%**

- Directs and oversees the development and delivery of MDT's Disadvantaged Business Enterprise (DBE) Program, Small Business Enterprise (SBE) Program, DBE and SBE Supportive Services Programs. Develops short and long-term plans, objectives, and systems to ensure effective integration of multiple program functions and objectives; compliance with State and federal laws and regulations; funding requirements; and statewide, community, and MDT needs.
- Develops program policies, procedures, and specifications that conform with State and federal requirements. Conducts periodic policy reviews to identify ways to maximize the quality, efficiency, and cost-effectiveness of programs and bureau office projects.
- Coordinates and oversees the development of bureau programs, including strategic plans, objectives, resource allocations, and operating parameters to meet any unique needs, while satisfying State and federal funding requirements and program objectives.
- Provides guidance and consultation to MDT's Administrative Team and program managers, the Montana Transportation Commission, local and tribal government officials, community

organizations, Montana Contractors' Association, individual contractors, and funding applicants. Coordinates and partners to analyze and interpret eligibility criteria, funding objectives, administrative requirements, and other parameters; identify any unique needs; and develop innovative approaches to meeting goals, needs, and funding and program objectives.

- Analyze and evaluate compliance with state and federal laws, rules, regulations, and guidance from MDT's federal operating agencies, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA), and United States Department of Transportation (USDOT). Prepares and submits mandatory reports including MDT's Goal Methodologies, Uniform Reports, and Statements of Work to the federal agencies. Coordinates MDT's response to concerns and deficiencies identified by the federal agencies. Also responsible for setting the DBE Aspirational/SBE Required Goals for specific projects.
- Ensures compliance with prompt payment requirements and monitoring. If issues or discrepancies arise, ensure there is a timely resolution.
- Directs and coordinates original research projects to respond to requests from the Legislature, Montana Transportation Commission, MDT's Administrative Team, and program managers.
- Serves as project manager for reports, including MDT's disparity studies.

### **Operations Management - 30%**

- Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff; personal review of program operations and project plans; and through discussions with other Department staff and management. Monitors compliance with established policies in programs and reviews and approves atypical or developmental methods and procedures.
- Manages and coordinates administrative details related to Civil Rights programs to ensure cost-effective expenditures as well as compliance with State and federal requirements.
- Provides information for the preparation of biennial budgets and strategic planning. Develops recommendations for allocations for annual fiscal operational plans and recommends spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
- Monitors program expenditures to ensure that money is allocated as designated and tracks funding levels through review of financial reports and approval of expenditures. Works with Bureau Chief to review and approve all requisitions, payrolls, expense claims, vendor claims, etc., for the Section to ensure budgets are not exceeded and Department resources are used in the most efficient manner possible.

- Presentations, District Meetings, and trainings for both internal MDT staff as well as stakeholders to convey program requirements, process updates, and general information are required. Preferred ability to present in a variety of modalities to best meet adult learning needs. Additionally, coordination of said District Meetings and Trainings, including booking venues/hotels, ordering catering, reaching out to MDT Staff/external customers to arrange presentations

### **Staff Supervision - 20%**

- Directly manages professional staff by reviewing and revising overall work plans, priorities, and procedures and monitoring progress through regular meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Division, Bureau, and Section goals.
- Identifies staffing needs, recruits and hires employees, and allocates staff to adequately support the on-going operations and activities of the Section. Determines training needs of section staff.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements, and monitors corrective actions.

### **Other Duties - 5%**

This position performs a variety of other duties as assigned by the Civil Rights Bureau Chief in support of the Department mission and Bureau objectives.

### **Supervision**

The number of employees supervised is: 4

The position number for each supervised employee is: 05003, 05006, 16005, 33201

### **Physical and Environmental Demands:**

- This position works in a professional office environment and deals with the public on a regular basis.
- Carry, lift, and transport training materials.
- Travel within the state to program sites, conferences, and meetings approximately 25% of the time.
- Minimal out of state to attend national conferences and federal training.

## **Knowledge, Skills and Abilities (Behaviors):**

- Strong interpersonal and communication skills, both orally and in writing
- Proficient in Excel. Ability to learn and implement new software.
- Ability to mediate, facilitate and/or negotiate solutions
- Ability to work independently.
- Ability to use discretion when handling confidential and/or sensitive information
- Experience in building relationships with individuals from a variety of backgrounds and cultures as well as internal and external agency contacts
- Ability to analyze and evaluate information to develop policies and/or guides
- Concepts and theories of program planning, administration specifically federally funded programs
- Knowledge of labor compliance, labor relations, ADA and EEO programs
- General knowledge of the laws, legal codes and related regulations related to EEO, ADA and other compliance laws
- Knowledge of supervisory practices, procedures, techniques, and employment law
- Knowledge of budgeting, program management, project implementation.
- Operation of standard office equipment

## **Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Public Administration, Business Administration, Communication, Education, Social Sciences or a closely related field.

This position requires a minimum of 3 years of experience in program management, reporting and analysis, or a related field. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

## **Special Requirements:**

*List any other special required information for this position*

☐

Fingerprint check

Union Code

☒

Background check

☐

Valid driver's license

☐ Other; Describe

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

### **Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Compliance Supervisor**

**Job Code Number: B1401M**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

**Human Resources:**

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**Signature**

**Title**

**Date**