



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 0830

CIVIL RIGHTS DIVISION DIRECTOR

GRADE N

SCOPE OF WORK:

Work involves planning, directing, and managing all civil rights functions within the Department of Transportation.

DUTIES PERFORMED:

- Plan, design, develop, implement, administer, evaluate, and maintain programs, systems, policies and procedures to manage the Department's civil rights programs.
- Ensure compliance with all federal and state laws, administrative rules, and agency policies and procedures.
- Select and train division staff; plan, assign, monitor, and evaluate work activities of assigned staff; develop and implement work standards, goals, and performance measures.
- Administer, monitor, and evaluate program contracts; coordinate development of requests for proposal; evaluate and participate in contractor selections; negotiate and sign contracts; negotiate contract extensions.
- Plan, develop, administer, and monitor the division budget.
- Write, compile, and maintain workplace investigation manual; recruit, train, and supervise workplace investigation team; conduct investigations upon request of agency director.
- Represent the Department in meetings with consultants, contractors, government officials, and the general public regarding the Department's civil rights programs; provide information and solicit input regarding civil rights programs.
- Develop and conduct civil rights awareness training for Department staff, partners, and stakeholders.
- Conduct research and prepare reports and recommendations on organizational and complex civil rights issues and problems.
- Assist the Director of Operations with long range planning; participate in strategic business planning activities and Department staff meetings.
- Assess computer program needs for Civil Rights Division in conjunction with other divisions.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in human resource management, business or public administration, or a field closely related to the work to be performed, and five years of

professional level work experience with civil rights programs and/or systems that included management of staff and programs or projects. A master's degree in one of the above fields may substitute for one year of the work experience requirement.

Eff. Date: 7/06

Rev: 7/12 – Conversion to Hay System