

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 4,000 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Affirmative Action Manager Civil Rights Division

Nashville, TN

\$76,596 - \$98,000 annually

Overview

The Affirmative Action (AA) Program facilitates equal opportunities throughout the department by ensuring all employment practices are conducted in a fair manner. This includes implementing and ensuring compliance with federal and state Affirmative Action Plans and Equal Employment Opportunity (EEO) policies and procedures. As part of its Affirmative Action strategy, the program provides diversity training and seeks to retain and recruit minority and female employees and applicants. Additionally, the Affirmative Action Program works with external contractors and consultants to ensure EEO compliance and On-the-Job Training is provided.

The Affirmative Action Manager will be responsible for both the internal and external programs that have been established to facilitate monitoring and reporting of EEO/AA activities. This position will ensure that the department's policies governing AA and EEO are available to all employees, local public agencies delegated management of Federal or State highway construction contracts, TDOT highway construction contractors, and the general public.

Essential Job Duties

Oversee and monitor the process for investigating complaints regarding workplace harassment/discrimination, abusive conduct, workplace violence, and other issues related to protected activity

Operate and manage the Affirmative Action Program, which includes the development and implementation of an Affirmative Action Plan (AAP) for the department; the development, implementation, and monitoring of the internal and external programs and reporting systems; advising the TDOT Civil Rights Division Executive Director on a continuing basis regarding developments in Affirmative Action (AA) and Equal Employment Opportunity (EEO)

Disseminate Affirmative Action Program objectives to employees during new employee orientations, training and department meetings to increase manager and employee awareness

Manage staff who are responsible for conducting compliance investigations, compliance monitoring, policy suggestions and enforcement, and ensuring the department maintains a highly effective program

Develop leaders both functionally and culturally and ensures continuity of critical roles and employee retention for the Division

Provide knowledge of diversity, equity and inclusion and ensure the organization employs strategies to attract develop and retain underrepresented talent

Lead and/or collaborate in the development of talent strategies, engagement, and retention and identify persistent, systemic opportunities and influence actions to support diversity, equity, and inclusion solutions and strategies

Qualifications

Education and Experience:

1. Bachelor's degree
2. 5 years of experience in Affirmative Action/Equal Employment Opportunity consisting of at least 2 years of program/process management and at least 2 years of personnel supervisory experience.
3. Experience in investigating complaints concerning discrimination and/or harassment, abusive conduct, workplace violence, etc.

Knowledge, Skills, Abilities, and Competencies

- Skilled in developing and presenting information in a strong, written, and professional format
- Ability to be a self-starter, take the lead, and provide support in a team role within a complex, fast-paced, and cross-disciplinary work environment
- Ability to be team-oriented and integrate easily into a team with diverse technical backgrounds and expertise
- Skilled in time management and attention to detail
- Knowledge of current relevant laws, regulations, and industry standards
- Ability to travel inside the state of Tennessee
- Ability to develop and maintain working relationships and communicate with both internal and external business partners
- Ability to resolve conflicts, coach and motivate others, build high performing teams, and create a culture of accountability, collaboration, and accomplishment
- Knowledge of human resource management related to hiring, training, mentoring, and discipline

Compensation and Benefits

Online resources for the State of Tennessee benefits can be found at:

<https://www.tn.gov/partnersforhealth/publications/publications.html>

<https://www.tn.gov/hr/employees1/benefits.html>

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the Affirmative Action Manager requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position.
2. Résumé that is a maximum of two (2) pages.

The two items should be emailed to TDOT.Careers@tn.gov by Thursday, August 10th.