

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

**For more information on this position please see job specification link:**

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=99977&viewOnly=yes>



## Affirmative Action Officer 2

TDOT Headquarter Location

Location: Nashville, TN

Compensation: \$5,591.00/month to \$7,253.00/month

## Overview:

The Tennessee Department of Transportation is currently hiring a full-time **Affirmative Action Officer 2** professional for our TDOT Headquarter location in Davidson County. This position will report to the Civil Rights Division which is responsible for the administration of both state and federal programs of nondiscrimination that includes Title VI, Equal Employment Opportunity (EEO)/Affirmative Action (AA), and Small Business Development. The position will mainly be focused on Equal Employment Opportunity and Affirmative Action concerns as it relates to workforce management within TDOT and EEO/AA's principles according to federal and state compliance.

## Responsibilities:

- Administrative and technical management of the Title VII (EEO/AA) federally mandated programs, by leveraging data analytics resources to collect statistical data for workforce and population demographics for analysis and reporting.
- Collects information from internal and external sources to determine compliance with nondiscrimination rules and regulations; as well as collecting information for investigation on complaints of discrimination and/or harassment using interviews, documentation, and other sources to establish claim validity to ensure nondiscrimination.
- Report via oral presentations and/or written communication official reports, summaries, and compliance findings to leadership and federal oversight agencies.
- Monitor and report contractor compliance on federally funded projects for adherence to EEO guidelines mandated by federal regulations.
- Lead team projects and program initiatives while coordinating with team members to support and fulfill divisional responsibilities.
- Develop and lead creative initiatives and outreach activities that educate, bring awareness, and promote compliance with Title VII laws, rules, and regulations.

## Qualifications:

- Graduation from an accredited college or university with a bachelor's degree.
- Experience equivalent to five or more years of full-time professional work including, at least, two years of professional affirmative action/equal opportunity experience.
- Proficiency in Microsoft Office Suite.
- Strong organization and communication skills.

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.