

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: \$3,896.00/month to \$6,233.00/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. However, the position will mainly be focused on matter within the Equal Employment Opportunity and Affirmative Action concerns as it relates workforce management within TDOT and EEO/AA supplier diversity within TDOT projects.

Responsibilities

This position will be responsible, under general supervision, for the administrative and technical management of the Title VI and Title VII (Equal Employment Opportunity / Affirmative Action) federally mandated programs, by leveraging data analytics resources to collect statistical data for workforce and population demographics for analysis and reporting. The position will lead team projects and program activities while directing others to assist meeting Divisional responsibilities. The position requires collecting 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.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional personnel or closely related work including, at least, two years of professional affirmative action/equal opportunity experience

Examination Method: Education and Experience, 100%, for Preferred Service positions.

Summary: Under general supervision, is responsible for professional affirmative action/equal opportunity administrative and supervisory work of average difficulty; and performs related work as required.

Distinguishing Features: An employee of this class directs internal and/or external affirmative action/equal opportunity activities in a department with a highly developed program. Characteristic of this class is the supervision of lower-level personnel analysts, contract compliance officers, and others. This class differs from that of Affirmative Action Officer 1 in that incumbents of the latter have lesser supervisory responsibilities. This class differs from that of Affirmative Action Director in that the incumbent of the latter has the responsibility for development and enforcement of the affirmative action/equal opportunity program on a statewide basis.

Questions? Email 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.