

## 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>



## Transportation Program Monitor 1

TDOT Headquarter Location

Location: Nashville, TN

Compensation: \$3,365.00/month to \$5,385.00/month

### Overview

The Tennessee Department of Transportation is currently hiring a full-time **Transportation Program Monitor 1** 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, Affirmative Action and Small Business Development. However, the position will mainly be focused on matter within the Small Business Development Program and Disadvantaged Business Enterprise concerns.

### Responsibilities

This position will be responsible, under general supervision, for the administrative management of the DBE program, by leveraging data analytics and business management solutions to ensure that small business stakeholders are provided qualitative compliance assessments and reviews. The position will also responsible to provide substantive knowledge and support in the following areas:

#### DBE Compliance

- Participates in Goal Setting,
- Ensure that the DBE Goal Tracking sheet formulas are correct (as needed or on request),
- Complete and Submit Bi-Annual FHWA Reporting documents.

#### DBE Certification / Renewal

- Process applications for certification,
- Process renewals/expansion(s) of certification,
- Ensure accuracy / completeness,
- Conduct on-site interviews as part of the certification / renewal process,
- Maintain TDOT DBE Internal Listing,
- Maintain internet DBE database.

#### Project Goal Setting for Enhancement Grants / Local Programs

- Work with Local Programs Office to ensure proper usage of DBEs,
- Review DBE goals on projects and approve DBEs for goal projects,
- Conduct data analytics prior to DBE goal setting per project for each letting.

#### DBE Complaint Issues

- First line of contact for Enhancement Grants / Local Programs with DBE issues,
- Communicate with Prime & DBE on this before coming to Director and Program Director,
- Investigate compliance issues /conduct analysis to ensure there is no fraud/abuse issues.

#### File Management

- Maintain DBE section of file management procedure,
- Ensure files are maintained properly and requisite information is within each working file,

- Follow FIFO file management system,
- Maintains chain of custody on all documents and follows all confidentiality and security guidelines, as defined by management.

### **Data Analytics**

- Use data analytic tools to search for compliance risks within the program,
- Use data visualization tools to communicate key findings, identify patterns that may require additional review or investigation.

### **TNUCP Administration**

- Oversee / coordinate the TNUCP,
- Administer meetings / classes,
- Advise Tennessee Uniform Certification Partner (TNUCP) members on aspects of 49 CFR Part 26,
- Maintain TNUCP External Listing,
- Maintain TNUCP Internal Listing,
- Maintain TNUCP List of Received and Assigned Files,
- Answer questions for the general public relating to TNUCP processes,
- Coordinate certification process between certifying agencies,
- Coordinate appeal process for certifying agencies.

### **Qualifications**

- ☐ **Education and Experience:** Graduation from an accredited college or university with a bachelor's degree.
- ☐ **Examination Method:** Education and Experience, 100%, for Preferred Service positions.
- ☐ **Summary:** Under immediate supervision, is responsible for the monitoring and analysis of procedural and regulatory requirements, including funding, for transportation programs; learns to perform monitoring and analysis of procedural and regulatory requirements, including funding, for complex transportation programs; performs related work as required.
- ☐ **Distinguishing Features:** This is the entry level class in the Transportation Program Monitor series. An employee in this class monitors programs of contract agencies receiving federal and/or state funds, prepares documentation for the allocation of federal and/or state funds, and assembles data for the preparation and monitoring of transportation programs or development schedules. This class flexes to and differs from a Transportation Program Monitor 2\* in that an incumbent of the latter operates more independently and performs monitoring tasks of greater scope and complexity.

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.