

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>



Contract Compliance Officer 2

TDOT Headquarter Location

Location: Nashville, TN

Compensation: \$3,958.00 to \$4,958.00

Overview

The Tennessee Department of Transportation is currently hiring a full-time **Contract Compliance 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 Disadvantaged Business Enterprises. The position will mainly be focused on the Title VI concerns as it relates to subrecipient contract management, program compliance and fiscal management of federal funds, as well as the FTA disadvantaged business enterprise program.

Responsibilities

- Grantees/subrecipients to determine compliance or non-compliance using the Compliance matrix;
- Uses a variety of databases to review and retrieve data related to Civil Rights programs;
- Manages a variety of databases used for information sharing, reporting, tracking, and assessment purposes;
- Develops and implements initiatives, ideas and activities to enhance TDOT's programs in collaboration with other state and federal agencies;
- Prepares written correspondence as needed to communicate with external business partners;
- Prepares and maintains a variety of reports, files, and logs as required to ensure compliance with departmental, state, and federal laws, rules, and regulations.
- Responds to e-mails, phone calls, and other correspondence in accordance with Civil Rights matters;
- Prepares activity reports for planning and time management of personal workload and meetings.

Qualifications

- Graduation from an accredited college or university with a bachelor's degree
- Experience equivalent to three or more years of full-time professional personnel experience, or closely related work experience that involves minority business operations in the highway construction field, the analysis of equal employment opportunity policies, or procedures in the highway construction field, or involved in the analysis of data contributing to equal employment opportunity or affirmative action policies.

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.