

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 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Equal Employment Opportunity-Affirmative Action Team Lead
Civil Rights Division – Equal Employment Opportunity-Affirmative Action Section
Nashville, TN
\$103,848 annually

Job Overview

The Equal Employment Opportunity (EEO)-Affirmative Action Team Lead will lead, mentor, and train the EEO-Affirmative Action Team through empowerment, communication, and delegated authority. This position will implement state and federal nondiscrimination programs that align with the EEO-Affirmative Action Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while providing the resources for the EEO-Affirmative Action Team to be successful.

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals to lead and assist the EEO-Affirmative Action Team in producing work products, processes, and services required to develop, oversee, and implement EEO and affirmative action strategy and planning and state and federal regulation compliance functions.

The EEO-Affirmative Action Team Lead will supervise a team of technical staff, manage performance plans, and develop schedules and budgets. They will ensure that each team member meets their expected outcomes, maintains high-performance standards, and upholds accountability. The Team Lead will research and report national best practices and implement ideas that drive innovation and efficiency within the EEO-Affirmative Action Team.

Essential Job Responsibilities

Manage resources and staff utilization to allow the Equal Employment Opportunity-Affirmative Action Team to perform their roles effectively and efficiently, maximizing their ability to address unanticipated challenges successfully. Deliver EEO-Affirmative Action services to TDOT, including developing and managing EEO and affirmative action strategies and goals; developing supporting processes and procedures; planning and conducting training; organizing outreach, mentorship, and stakeholder engagement events; overseeing investigations; providing technical assistance and supportive services; monitoring, reporting, and ensuring compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11246, Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and the Equal Pay Act of 1963 requirements and regulations.

Integrate Quality Management into all work products and services in compliance with the Quality Assurance unit within the EEO-Affirmative Action Section.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Lead the EEO-Affirmative Action Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Prepare and disseminate internal and external reports on EEO and affirmative action services, demonstrating accountability and transparency. Establish and maintain essential contacts and professional working relationships with the Civil Rights Division Leadership, Bureaus of Administration, Engineering, and Planning and Region staff, local, state, and federal agencies and counterparts, and industry partners and stakeholders to align EEO and affirmative action needs and goals with broader transportation initiatives.

Guide the development and implementation of revisions to state and federal policies, processes, procedures, goals, requirements, regulations, and reporting standards and guidelines related to EEO and affirmative action quality management components; perform EEO and affirmative action oversight, outreach, and technical assistance, capability building and supportive services, data collection and reporting, and compliance components for complex projects having the highest degree of risk; assist with the review of EEO and affirmative action related documents; and assist with Risk and Utilization Assessments.

Participate in peer reviews and exchanges with transportation organizations. Identify national best practices related to EEO and affirmative action strategy development, implementation, management, and compliance for TDOT employees and contractors; incorporate research, evaluation, and implementation of emerging technologies and methodologies; and integrate statutory and regulatory requirements into TDOT's guidance documents, processes and procedures to streamline compliance reporting, workforce analysis, and investigation tracking and ensure data is accessible and actionable for stakeholders.

Guide the development and implementation of technology in partnership with the TDOT Information Technology Division that ensures program success while adhering to Federal and State EEO and affirmative action laws, policies, requirements, and standards.

Provide oversight in the development of EEO and affirmative action work products and services that are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree in Law, Public Administration, Business Administration, Political Science, Sociology, Social Work, Urban Planning or other related field
- 5 years of demonstrated competency in developing, implementing, and managing EEO and affirmative action compliance programs

Ideal Candidate

The Equal Employment Opportunity (EEO)-Affirmative Action Team Lead is a proactive and strategic leader with a deep commitment to promoting diversity, equity, and inclusion in the workplace. They are passionate about creating fair and equitable employment opportunities and demonstrate strong leadership and problem-solving skills, effectively managing complex investigations, compliance initiatives, and workforce diversity programs. They excel in building collaborative relationships with internal teams, external stakeholders, and regulatory agencies, ensuring

alignment with organizational goals and legal requirements. The Team Lead is a skilled communicator who can educate and inspire employees at all levels, fostering an inclusive workplace culture, and is adept at analyzing workforce data, identifying trends, and implementing targeted strategies to achieve measurable outcomes in diversity and inclusion efforts.