

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.



Title VI Team Lead

Civil Rights Division – Title VI Section
Nashville, TN
\$103,848 annually

Job Overview

The Title VI Team Lead will lead, mentor, and train the Title VI Team through empowerment, communication, and delegated authority. This position will implement compliance procedures and plans that align with the Title VI Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while providing the resources for the Title VI Team to be successful.

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

The Title VI 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 Title VI Team.

Essential Job Responsibilities

Manage resources and staff utilization to allow the Title VI Team to perform their roles effectively and efficiently, maximizing their ability to address unanticipated challenges successfully. Deliver Title VI services to TDOT, including developing and managing Title VI and all nondiscrimination mandates strategies and goals; 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 VI of the Civil Rights Act of 1964, Environmental Justice (EJ), and limited English proficiency (LEP) requirements and regulations.

Integrate Quality Management into all work products and services in compliance with the Quality Assurance unit within the Title VI Section.

Ensure compliance with Title VI and related nondiscrimination mandates in both contract development and oversight of external partners. This includes providing Title VI-related services that promote diversity, equity, inclusion, and expanded

employment opportunities, while actively preventing discrimination, harassment, and retaliation. Confirm that Title VI and all nondiscrimination mandates, principles, standards, and requirements are integrated throughout the procurement process as needed.

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

Provide Title VI and all nondiscrimination mandates expertise and support to Project Teams as part of a matrix organization as they develop visions for TDOT and Local Agency transportation projects by defining critical Title VI and all nondiscrimination mandates, goals, educational opportunities, compliance improvements, and intended outcomes related to transportation improvement projects, operations, and facilities improvements. Provide accurate, relevant, and comprehensive data, key metrics, status and progress updates, and other materials to establish and maintain uniformity for compliance reporting for Title VI and all nondiscrimination mandate requirements for the State of Tennessee. Participate with Project Teams within TDOT to assess risks and address Title VI and all nondiscrimination mandates and compliance concerns. Ensure Title VI and all nondiscrimination mandate factors are considered and implemented to provide guidance and resources that foster fairness, diversity, and inclusion, address historic and systemic inequities and discrimination, and ensure compliance with federal and state requirements and regulations, ensuring fair opportunities for all communities and stakeholders.

Lead the Title VI 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 Title VI and all nondiscrimination mandate 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 Title VI and nondiscrimination mandate 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 Title VI quality management components; perform Title VI 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 Title VI related documents; and assist with Risk and Utilization Assessments.

Participate in peer reviews and exchanges with transportation organizations. Identify national best practices related to Title VI 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 to ensure program success while adhering to Federal and State Title VI and all nondiscrimination mandates, laws, policies, requirements, and standards.

Provide oversight in the development of Title VI work products, processes, 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 Title VI compliance programs

Ideal Candidate

The Title VI Team Lead is a dedicated professional with a strong commitment to advancing equity and inclusion in transportation programs and projects. They are passionate about ensuring nondiscrimination and promoting equal access to transportation services and opportunities for all individuals, particularly those from historically underserved and disadvantaged communities. They excel at stakeholder engagement and are skilled in fostering collaborative relationships with internal teams, external partners, and community organizations. The Team Lead is a strategic thinker and problem solver who can navigate complex regulatory requirements while driving innovation and measurable outcomes in equity initiatives and thrives in a dynamic environment, adapting to challenges with resilience and a solutions-oriented mindset.