

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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Contract Compliance Officer 2 Civil Rights Division – Small Business Development \$50,000 – \$57,000 annually

Job 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, and Small Business Development. However, the position will mainly be focused on matters within the Small Business Development Program and Disadvantaged Business Enterprise (DBE) concerns.

Essential Job 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 with qualitative compliance assessments and reviews. The position will also be responsible for providing substantive knowledge and support in the following areas:

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 process,
- Maintain TDOT DBE internal listing,
- Maintain internet DBE database.

DBE Compliance

- Participates in Goal Setting,
- Help ensure that DBE Goal Tracking formulas are correct
- Complete and submit the bi-annual FHWA Reporting documents
- Communicate and resolve issues with and/or between Primes & DBEs
- Investigate compliance issues /conduct analysis to ensure there are no fraud/abuse issues.

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.

File Management

- Ensure files are maintained properly and requisite information is within each working file,
- 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 and identify patterns that may require additional review or investigation.

Qualifications

- Graduation from an accredited college or university with a bachelor's degree.
- (3) three years of experience in one of the following areas: (1) the analysis of data pertaining to fiscal or manpower policies and procedure for business or public sector operations, or (2) the implementation of equal employment opportunity policies, procedures, or plans, or (3) the inspection or design of highway construction projects.

OR

- Additional qualifying full-time professional experience in one of the three previously listed areas may substitute for the required education on a year-for-year basis, to a maximum of four years (each year of qualifying experience is equivalent to 45 undergraduate quarter hours).

Preferred Qualifications

- Experience in analyzing data from Power BI, or Microsoft Excel.
- Prior experience in interpreting federal and state policies and regulations.
- Comfortable dealing with external customers.

Ideal Candidate

We are seeking a results-driven candidate who excels in clear, concise, and proactive communication. The ideal candidate demonstrates sound judgment and consistently delivers high-quality decisions, even in fast-paced or ambiguous situations. A deep commitment to understanding and exceeding customer expectations is essential, as is the ability to build strong, collaborative relationships to achieve the division's goals.