

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

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 division, please see link below:

<https://www.teamtn.gov/content/teamtn/tdot/tdot-civil-rights.html>



Transportation Program Monitor 1*

Civil Rights Division

Location: Nashville, TN

Compensation: \$3,958 - \$4,958

Overview

The Tennessee Department of Transportation is currently hiring a full-time **Transportation Program Monitor 1** professional for our TDOT Headquarters 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 matters 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 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 sheet formulas are correct (as needed or on request),
- Complete and Submit Bi-Annual FHWA Reporting documents.
- Communicate with Prime & DBE on issues before coming to Director and Program Director,
- 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.

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

Graduation from an accredited college or university with a bachelor's degree.

Special skills, knowledge or experience required or desired:

- Ex: Supportive of the business needs, state-wide initiatives, and employee goodwill.

- Ex: Knowledge of compliance with all federal state and local employment laws

Applications must be submitted online in order to be considered for the position.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select **TRANS PROGRAM MONITOR 1*-091423-50362**

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.