

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Civil Rights Compliance Specialist

Class Code: 010623

Pay Grade: GK

A. Purpose:

Administers, develops and implements department civil rights plans for activities such as tribal relations, Americans with Disabilities Act (ADA), affirmative action, equal employment opportunity, on-the-job training, Title VI, and other laws to ensure compliance with federal regulations governing civil rights.

B. Distinguishing Feature:

Civil Rights Compliance Specialist administers, develops, implements, and monitors comprehensive civil rights programs; and report on civil rights activities within a department.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops implementation plans for civil rights activities to ensure compliance with federal regulations.
 - a. Updates plans annually to incorporate changes in federal regulations and department requirements.
 - b. Recommends employment goals and action items.
 - i. Compiles data on departmental employment procedures and statistics.
 - ii. Analyzes statistics to identify needs and establish goals for recruitment.
 - iii. Assists in designing recruitment plans.
 - c. Disperses plans, interprets requirements, and provides training to managers and contractors.
 - d. Provides civil rights information to managers, employees, and contractors.
2. Administers and ensures department's compliance with the Americans with Disabilities Act (ADA).
 - a. Develops and enforces ADA Transition Plan including coordinating updates of department's self-evaluation and maintaining documentation on inventory of public rights-of-way ADA features and building facilities.
 - b. Provides training and technical assistance to department staff and political subdivisions of state on ADA compliance.
 - c. Reviews request from the public for special accommodations and work with appropriate department staff on request.
 - d. Investigates and proposes resolutions to any grievances received regarding ADA compliance and ensures any required corrective action is implemented.
3. Monitors implementation of civil rights plans to verify department and contractor compliance.
 - a. Establishes goals for compliance reviews and develops procedures and forms.
 - b. Initiates and approves compliance reviews and recommends corrective actions for non-compliance.

- c. Conducts field reviews of contractors.
 - d. Compiles and maintains records.
 - e. Investigates and reports allegations of discrimination.
 - f. Interprets plan requirements and evaluates requests for revisions.
 - g. Approves certification applications and authorizes payments to contractors.
4. Advises the department and other agencies of civil rights requirements to ensure compliance.
 - a. Collects and analyzes data on employment statistics and practices and reports on problems and progress.
 - b. Reviews and evaluates the impact of federal regulations on the department and recommends options and alternatives.
 - c. Provides guidance to managers in implementation and management of civil rights plans.
 5. Acts as a department liaison with tribal officials and federal agency partners.
 - a. Drafts correspondence outlining department proposals and positions.
 - b. Maintains records regarding department projects on reservations and prepares reports.
 - c. Meets with tribal officials and contractors to resolve problems.
 - d. Notifies tribal leaders of project awards and educates contractors about obligations.
 - e. Conducts on-site compliance reviews.
 - f. Negotiates agreements regarding employment of Native Americans and other contract requirements in projects in Indian Country.
 - g. Serves as department's point of contact for the Tribes and fosters department's on-going relationship with each Tribe.
 - h. Coordinates department's response on politically and culturally sensitive issues.
 - i. Processes information requests.
 - j. Initiates, schedules and represents the department at annual meetings with each Tribe to discuss transportation-issues.
 - k. Represents department at various Tribal related meetings, ceremonies and special events including giving prepared or impromptu remarks.
 - l. Prepares written remarks and talking points for department staff upon request.
 - m. Develops and presents programs at various Tribal meetings on department's initiatives and upcoming projects.
 - n. Drafts TERO/TECRO special provisions to bid letting for projects in Indian Country.
 - o. Counsels and assists department staff with navigating Tribal protocols and governmental structures.
 6. Performs administrative functions to ensure the goals of the work unit are met.
 - a. Establishes record keeping and reporting procedures.
 - b. Responds to inquiries about the civil rights program.
 - c. Acts as the department's representative at civil rights meetings.
 7. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Attorney IV. Does not supervise but provides work direction to staff and summer interns.

E. Challenges and Problems:

Challenged to interpret federal laws and evaluate their impact on the department. This is difficult because of the ambiguity and number of laws. Further challenged to develop and implement a monitoring system that records compliance and to resolve various issues that arise when working in Indian Country to ensure department maintains strong working relationship with each Tribe.

Problems encountered include determining whether contractors are meeting civil rights requirements, how to accomplish program objectives with available resources, and determining whether harassment or discrimination has occurred.

F. Decision-making Authority:

Decisions include how to update civil rights programs to comply with federal mandates, what data to collect and how to store it, goals for compliance reviews, and corrective actions for non-compliance, final approval of civil rights plans, contract provisions

Decisions referred are budget, and disciplinary actions.

G. Contact with Others:

Daily contact with department staff to provide information; weekly contact with division directors and program managers to provide information and receive recommendations; frequent contact with contractors, consultants, local governments and others to provide technical assistance and with tribal officials on various Tribal issues and to negotiate Tribal agreements.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- federal and state civil rights laws;
- practices and techniques used in investigative work;
- rules of legal evidence;
- principles and methods of completing compliance reviews;
- principles and practices of public administration.

Ability to:

- plan and conduct investigations, ascertain facts, and obtain evidence;
- effectively interview contractors, employees, claimants, and witnesses;
- objectively analyze allegations, testimony, and documents;
- exercise good judgment and discretion in applying and interpreting laws, regulations, and policies;
- work independently;
- communicate effectively.