

External Civil Rights Manager

Division: Office of Equal Opportunity

Recruitment Number: WMS 09-016

Location: Olympia

Salary: \$77,352 – \$99,192 annually depending on qualifications

Posting Date: Monday, August 31, 2009

Closing Date: Open Until Filled

Status: Open

Position Profile: Passion. Commitment. Dedication. We are presently searching for an External



Civil Rights Manager. We need someone who completely believes that fostering equal opportunity in procurement, contracting, transportation project development and service delivery is the right thing to do, and understands the department's role in making that happen. In addition to a well rounded civil rights background, we need a high caliber manager, a strategic thinker who communicates well, knows how to alleviate and resolve conflict and consistently crafts creative solutions. This is not a position for anyone who wishes to maintain the status quo. We need a bona-fide change agent; someone who gets excited and energized by taking on the toughest of jobs and revels in being consistently successful. This position has a tremendous impact on public policy development and implementation at the federal, state and local levels.

In the big picture, the incumbent is responsible for the overall development, and management of statewide civil rights programs required by federal and state laws designed to prevent and eliminate discrimination. Moreover, in excess of \$1 billion in

federal funds per year for state and local transportation programs depend on proper implementation of these civil rights programs. This involves oversight and management of a variety of programs, both internal to the department and at local governments; strategic planning/direction and developing policy that will affect transportation projects statewide. In addition, the External Civil Rights Manager will be responsible for establishing compliance processes and procedures on all WSDOT funded construction projects; developing programs to be implemented by local governments; continuing and strengthening relationships with tribal governments; addressing numerous legal challenges; and identifying, prosecuting and deterring fraud on WSDOT or local government projects. The Director of OEO reports directly to the Secretary of WSDOT, and the ECRB Manager will frequently have direct input at that level.

There will be no such thing as an “average day” in this position. The duties and programs are far too complex. There is much partnering to be done with business organizations and community organizations from every part of the state, representing very diverse business interests. Legislative and political issues are developing at least weekly. The successful candidate will understand that every gathering, every phone conversation and every written document is a small piece of the puzzle that composes a picture of justice and positive change. Not every day will be a positive one. Not everyone will be happy with what is required for proper implementation of civil rights programs; criticism is almost guaranteed and sometimes it will be personal in nature. At the same time, progress and success occurs nearly every day. Every part of this job is important in the greater scheme of things. Every duty and every day on the job is incremental in achieving equality of opportunity and social justice for everyone. And, for the right person, all that makes it worth coming to work every morning.

At WSDOT our top performing employees come in many different forms, however for this position an ideal candidate may look something like this: What you need to bring to the table to be considered a competitive candidate is a mixed bag of management, technical and people skills. You need to have a demonstrable record of success working with people of widely diverse interests and views. On the technical side, here are some things we'd like to see in your resume: a mastery of civil rights laws, programs and disciplines; working knowledge of federal and state civil rights regulations, policies and compliance issues as they apply to highway, transit and aviation funds; knowledge of highway construction programs; state legislative experience and working knowledge of performance measurements and collection and use of data. With regard to people skills, we are looking for: a seasoned contemporary manager; a strategic thinker and planner with the ability to achieve long range goals through carefully selected actions; a flexible organizer of people and projects; someone who can successfully bring diverse community, business and government organizations together to reach a common goal and a focused leader who is respected by internal and external clients and customers.

Compensation: \$77,352 – \$99,192 per year depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; and state retirement plans.

How to Apply: To be considered for this position email a one (1) document application to HQHR@wsdot.wa.gov (subject: WMS 09-016) in the following order:

- Letter of interest.
- Chronological Resume.
- [Applicant Profile](#). (optional)

Be prepared to provide references at the time of interview.

Please Note: Application assessment will be ongoing and the hiring authority reserves the right to offer the position at any time during the recruitment process. It is to the applicant's advantage to apply as early as possible.

Electronic application materials in Word format are preferred; however, hard copies may be sent to:

HQHR@wsdot.wa.gov
Subject: **WMS 09-016**

or WSDOT
Office of Human Resources
Attn: Ted Koska
PO Box 47310
Olympia, WA 98504-7310
PHONE: 360-705-7509
FAX: 360-705-6849

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