



# DEPARTMENT OF TRANSPORTATION

## Civil Rights Grants & Program Specialist | Salary Range: \$28.82 - \$42.31 / hourly; \$60,176 - \$88,343 / annually

Are you looking for an exciting opportunity to get your foot in the door with State of Minnesota? If so, come join our team at MnDOT in **St. Paul, MN!**

**WHY WORK FOR US? Check us out:** <https://mn.gov/mmb/careers/why-work-for-us/>

*This position is located at Central Office in St. Paul and may have the flexibility to telework, work a hybrid schedule, or work in the office. The incumbent will be required to make a telework arrangement with their supervisor. The incumbent will be expected to work in the office as determined by policy and discussion with their supervisor.*

Our **Civil Rights Grants & Program Specialist** position will provide business development planning, program development and project management to increase the potential of Disadvantaged Business Enterprise (DBE) and other small businesses to successfully participate as contractors on MnDOT projects. You will provide workforce training development, program development, and project management to increase the number of women, people of color, and otherwise disadvantaged individuals working on highway heavy construction projects. The responsibilities for this position also include:

- Coordinating the Federal and State grant and contract management process for the Small Business and Workforce Development Programs.
- Developing and implementing comprehensive programs for small business and workforce development statewide.
- Leading the development of Statements of Work for On-the-Job Training and Disadvantaged Business Enterprise Support Services.
- Developing training for small business consultant contractors, grantees, and vendors.
- Occasional in state travel is required (approx. 10% of the time).

**WHAT'S IN IT FOR YOU? Learn more about our benefits:** <https://mn.gov/mmb/careers/why-work-for-us/benefits/>

- **Health & Wellness:** Low-cost medical, dental, vision, & prescription drug plans; health, dental, & dependent care spending accounts; Employee Assistance Program (EAP), health & well-being resources
- **Financial Well-Being:** Public pension plans, deferred compensation plan & health care savings plan; life insurance, short & long-term disability insurance, & paid parental leave
- **Professional Development:** Tuition assistance, employee education, leadership development
- **Work/Life Balance:** Paid vacation & sick leave including 12 paid holidays each year
- **At-Work Benefits:** Employee Resource Groups, employee recognition, employee activities, fitness center at our Central Office

### Here are the Minimum Qualifications:

Three years of professional experience (MAPE 05L or higher) that demonstrates the following:

- Experience developing and/or administering contracts or grants.

- Experience conducting research and analyzing information.
- Experience writing professional documents such as reports, grants or contracts.
- Experience interpreting and applying government regulations, rules, and policies.

**APPLY ONLINE BY 4/17/2025 (only applications received on [mn.gov/careers](https://mn.gov/careers) will be considered)**

1. Go to [www.mn.gov/careers](https://www.mn.gov/careers) & click “**Search Open Positions**”
2. Enter the Job Opening ID “**85331**” in the Keywords search box & click “>>”
3. Click on the Job Title to view the job posting & click “**Apply for Job**”
4. When prompted for your **Referral Source**, please list: **Ellen**

Visit <https://www.dot.state.mn.us/careers/> for a listing of all our MnDOT job openings.

**Questions? Contact Ellen Behrhorst (MnDOT Recruitment Specialist) - [Ellen.Behrhorst@state.mn.us](mailto:Ellen.Behrhorst@state.mn.us) | 612.346.8330**