

## Civil Rights Intern

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### MINNEAPOLIS DEPARTMENT OF CIVIL RIGHTS, CONTRACT COMPLIANCE DIVISION

City Hall – Room 239

350 South 5<sup>th</sup> Street

Minneapolis, MN 55415

The Minneapolis Department of Civil Rights Contract Compliance Division (CCD) monitors construction projects and goods and services contracts by enforcing various local, state and federal civil rights laws and policies during the procurement and construction stages of contracts. The CCD monitors city contracts to ensure that workers are treated fairly, paid appropriate wages, and that minorities, women and low income community members have access to employment and contracting opportunities.

### LEARNING OBJECTIVES

1. Become familiar with the Minneapolis Code of Ordinances, specifically protected classes under Mpls. Ord. § 139 and the Small Underutilized Business Program (SUBP) under Mpls. Ord. § 423.
2. Gain an understanding of employment law including local prevailing wage policies, HUD Section 3 requirements and the Davis Bacon Act.
3. Uphold city policies by learning how to approve affirmative action plans, draft standard operating procedures to enforce local ordinances and act as a resource for contract compliance officers

### INTERN RESPONSIBILITIES

1. Reviewing, modifying and approving affirmative action plans required for all businesses contracting with the city
2. Confirming Small Underutilized Business Program (SUBP) participation via phone confirmation with individual subcontractors prior to construction begins and confirming final SUBP participation through the city SUBP Verification Form
3. Drafting standard operating procedures (SOPs) for the Contract Compliance Division for the pre-award review process, post-award compliance, violations and closeout processes
4. Manage supplier/goods and services contract notifications and be responsible for obtaining, receiving, reviewing and approving affirmative action plans and notifying the Purchasing Department.
5. Enter data into the CCD online Microsoft CRM database
6. Occasional clerical tasks including answering phones, making copies, scanning files and scheduling appointments with clients
7. Monitor monthly reporting requirements for general contractors and developers through e-mail and phone data requests and comparing information to online LCPtracker database
8. Attend outreach events, public meetings and other various networking opportunities
9. Compiling data and documentation for data and document requests from state and federal authorities
10. Drafting Notification Letters to developers and contractors once awarded City of Minneapolis contracts
11. Verifying employee participation and identifying proper documentation as needed under federal labor requirements
12. Performing Good Faith Efforts reviews of city contracts, as per Mpls. Ord. § 423.90(g).

## **QUALIFICATIONS**

1. Sophomore, Junior or Senior with strong academic record
2. Knowledge and interest related to civil rights, public policy, contract compliance, construction, municipal law and/or public interest law
3. Strong analytical skills and ability to synthesize large amounts of information
4. Interpret large amounts of data and numbers into narratives
5. Ability to work in an environment which requires flexibility, responsiveness and multi-tasking
6. Innovative and self-sufficient
7. Ability to take initiatives with minimal supervision or oversight
8. Proficient in all Microsoft Office Applications, specifically Excel and Microsoft CRM
9. Familiarity with employment law, affirmative action and equal opportunity initiatives, prevailing wage and the federal Davis Bacon Act
10. Diverse background and experience and/or interest in diversity and inclusion

## **COMPENSATION**

*This is an unpaid internship available for academic credit.*

## **APPLICATION MATERIALS**

Cover letter

Resume

## **APPLICATION DEADLINE AND PROCESS**

*Applications will be accepted on a rolling basis. In order to be considered please send a cover letter and resume detailing your interest in the position and qualifying skills. The City of Minneapolis is an equal opportunity affirmative action employer.*

## **CONTACT**

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