

**Arkansas Department
of Transportation**

Civil Rights Division

Central Office
10324 I-30
Little Rock, AR 72209
ARDOT.gov

Program Staff Members

Joanna P. McFadden
Civil Rights Officer
501.569.2298
Joanna.mcfadden@ardot.gov

Stephanie Martin
Civil Rights Program Manager
501.569.4941
Stephanie.martin@ardot.gov

Leonard Smith
External EEO Coordinator
501.569.2320
Leonard.smith@ardot.gov

Kristi Marshall
OJT Supportive Services
Specialist
501.569.2288
Kristi.marshall@ardot.gov



**Equal Employment Opportunity (EEO) Program
Expectations**

Each contractor must appoint a company official to serve as the EEO Officer. This person's contact information must be accessible to all employees. Some of the duties of the EEO officer are to include:

- EEO Officer should have access to employee records
- Ensure company is compliant with state and federal EEO requirements
- Ensure bulletin boards have the most recent information
- Conduct investigation of EEO complaints
- Host & document required meetings for staff and supervisors
- Ensure payroll and compliance forms are completed correctly
- Administer EEO complaint procedures
- Ensure affirmative action in hiring & recruiting practices
- Develop & utilize a list of women and minority recruitment sources
- Ensure assignments, salaries, trainings, etc are fair to all

This list is not all inclusive, it is a snapshot including a few of the duties of the EEO Officer. All posters are available for print and can be found on the ARDOT website in the Civile Rights section under the External EEO tab. For more information, please contact Mr. Leonard T. Smith via email at leoanrd.smith@ardot.gov or via phone at 501.569.2320