

MAJOR FUNCTION

This is responsible professional and supervisory work performing independent work that supports the development and implementation of the city's diversity, equity and inclusion initiatives. This position will also support the City's succession planning program, monitoring of the City's workforce and support procedures and processes to improve employee readiness for increased responsibilities. This position will further support the City's commitment to diversity, equity, inclusion and further support the process of addressing complaints filed under the non-discrimination policies of the City. Work is performed under the direction of the Chief Diversity Officer and considerable judgment, discretion, initiative and independence are exercised in carrying out the daily operations of the department with efficiency and effectiveness. Work is reviewed through quality of the end- product of assigned projects, reports, or special engagement.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Based on identified underutilization, support departments in their efforts to create, implement and monitor strategies designed to attract, hire, promote and retain identified groups at all levels in the workforce. Support the City's recruitment and retention initiative of underrepresented groups. Collaborate with Human Resources to develop recruitment strategies that attract underrepresented candidates. Facilitate citywide diversity and related training to promote cultural understanding and competency and a climate of equity and inclusion. Develop outcomes, metrics and goals that support accountability towards attaining identified Diversity and Inclusion goals. Work with community stakeholders to actively promote an understanding, appreciation and awareness of equity, diversity, and inclusion for all segments of the community. Work closely with Human Resources in developing and implementing comprehensive talent and succession processes that close talent gaps and increase readiness throughout key talent pipelines and critical roles. Manage the work of professional staff that conduct investigations regarding Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA)-related complaints.

Other Important Duties

Attend special meetings and serve on committees as needed. Keeps abreast of changes and best practices in diversity and inclusion profession. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

understanding and awareness of diversity and inclusion issues and best practice. Ability to develop progression diversity and inclusion policies. Ability to supervise, succession planning, recruitment and workforce utilization initiatives. Ability to prepare written technical reports. Ability to address civic organizations or other public or private groups on subjects relative to diversity and inclusion, succession planning, recruitment, workforce utilization, fair housing initiatives, and other assigned projects. Ability to establish and maintain effective working relationships as necessitated by the work. Possesses management style and values that are consistent with the City's mission and values. knowledge of local, state and federal equal employment and equal opportunity program statutes, laws, regulations, and acts.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, political science, education, sociology, ethnic studies, communication or a related field and four (4) years of professional experience in the areas of government, community or educational programs related to diversity, inclusion and equity. Three (3) years of the required experience must have been in a supervisory capacity.

MANAGER-DIVERSITY AND INCLUSION

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 11-09-19