



CLASSIFICATION NO. 272

Established: 2/20

FLSA: Exempt

EEO: 2

COUNTY EQUITY AND INCLUSION OFFICER

CLASS CHARACTERISTICS

Under administrative direction, to develop, support, implement and evaluate county-wide diversity and inclusion programs and activities for county staff and the community; to champion diversity, equity, and inclusion efforts and facilitate and support county-wide efforts to improve cultural competence within the County; to advance workplace equity at the County and to build relationships with community partners; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The County's Office of Equity and Inclusion is housed within County Administration. The County Equity and Inclusion Officer (CEIO) is responsible for ensuring the County's core values of equity, diversity, and inclusion (EDI) is embedded throughout all aspects of the County's workforce, programs and services. The CEIO will provide vision, leadership, and coordination of the County's efforts to ensure EDI across all aspects of the County's work and efforts. The CEIO will be tasked, in consultation with county executives, with ensuring that the integration of EDI efforts across the county is done with the collaboration of the county's employees and community partners to create shared EDI responsibility.

The incumbent reports to the County Administrator and works closely with all County departments and offices to ensure support for diversity, equity, inclusion, and that fair access to opportunity is integrated into planning and implementation throughout the County.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and leads a comprehensive approach to advance workplace equity and integrate cultural competence in delivering equitable outcomes through county programs, policy development, budgets, decision-making, and service delivery.
2. Develops, implements and conducts county-wide training to promote cultural understanding and competency and a climate of equity and inclusion; provides coaching and support to county departments to be innovative and adaptive in providing culturally competent programs/services and to improve public outreach; provide support and serve as a resource to county programs and agencies that outreach to underserved and vulnerable populations.
3. Represents the County as a member of community diversity organizations; develop and nurture county efforts to build external relationships with community partners and increase community connections and public outreach; initiate and participate in community conversations about EDI issues.

4. Provide recommendations to county leadership and elected officials on changes to policies to address or enhance diversity or inclusion practices.
5. Serves as an internal consultant to facilitate the development and ongoing enhancement of a strategic approach to cultivating diversity, equity, and inclusion within the County; provides support and consultation to County leadership in managing the cultural change process; promotes EDI as a County value by assisting departments in identifying their needs, developing action plans, implementing, monitoring and leveraging internal and external communications, gaining acceptance and ownership, and celebrating successes.
6. Hires and supervises professional and administrative support staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments
7. Advises department managers and employees on personnel issues involving diversity, equity, and inclusion or Equal Employment; responds to highly sensitive employee concerns related to workforce diversity, equity, and inclusion issues; provides facilitation and coaching services to employees and management to improve communication and deescalate employee relations issues; consults with departments on program initiatives to promote inclusion in the workplace; coordinates with HR Management on complex employee relations issues that involve EDI issues in general.
8. Works in partnership with the County's Workforce Planning and Development Manager in the development, design and delivery of EDI education programs.
9. Establishes and reinforces County's EEO goals by actively performing focused outreach and recruitment efforts; works closely with the County's Human Resources Department to attract, develop and retain highly competent, service-oriented employees through practices that support the County's mission, objectives and service expectations; develops and maintains positive business relationships with individuals, organizations and community groups willing to partner on issues of workforce diversity in order to provide increasingly diverse applicant pools.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of: Principles and practices of program development and implementation related to workforce diversity and equal employment concerns and activities; principles and practices of human resources and personnel administration, including recruitment, selection, classification, compensation, EEO/affirmative action, employee relations and labor relations, including negotiation and contract administration practices; principles and practices of group facilitation, dispute resolution and mediation; participative management theories; methods and techniques of research and analysis; applicable Federal, State and local personnel and EEO laws and case law, rules, regulations, codes and ordinances; principles and practices of effective business communication.

Thorough knowledge of: Organization and function of County departments and agencies; County HR policies and labor contract provisions; diverse communities, educational institutions and organizations; principles and practices of public administration, including budgeting, reporting and maintenance of public records; principles and techniques of supervision.

Skill to: Communicate effectively, both orally and in writing; plan, organize and implement county-wide workforce diversity, equity, and outreach programs; analyze and resolve problems; prepare clear and concise reports, correspondence and other written materials; exercise tact and diplomacy in dealing with sensitive and complex workforce diversity issues; investigate, interview and mediate complaints and concerns; assess workforce diversity, EEO/AAP and outreach activities and develop strategies to meet needs; manage resources to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain cooperative working relationships with outside agencies, elected officials, County management and employees, labor organizations, advisory committees, community and business organizations, applicants, the public and officials from other government agencies; exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource and employee issues; facilitate group process; understand, interpret, explain and apply human resource laws, regulations, policies and procedures; operate office equipment, including personal computers and software applications.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of seven (7) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.