**Class Summary**

The responsibilities of this classification include overseeing the strategic direction and implementation of workforce diversity, inclusion, and equity programs for an assigned agency; promoting and incorporating an equity lens to shape decision-making, services, and programs; coordinating Equal Employment Opportunity/Affirmative Action (EEO/AA) reporting; preforming training; and conducting outreach with agency community partners.

**Distinguishing Characteristics**

This is the first level in a two level classification series. Incumbents are responsible for providing strategic guidance and operational assistance for the County’s diversity, equity, and inclusion strategy and related initiatives for an assigned agency. It is distinguished from the Diversity and Inclusion Manager II in that incumbents in the Diversity and Inclusion Manager II classification have county-wide responsibility and/or oversees EEO/AA reporting to federal, state, and/or local regulatory agencies, and may supervise and/or perform investigations into complaints of discrimination or harassment.

**Examples of Duties**

1. Serve as a subject matter expert on diversity, inclusion and equity, work collaboratively to create tools and resources to support the adoption of practices and behaviors that enable a diverse and inclusive workforce. Provide fact-based insights and coaching to effectively integrate diversity and inclusion into human resources programs and related initiatives.
2. Assist agency leaders in translating business strategy and objectives into attainable goals and plans that are aligned with the County’s diversity, equity, and inclusion plan. Develop work plans, policy recommendations, prepare reports. Share best practices to drive the strategy.
3. Expand, diversify, and strength alliances with external community partners to develop and implement strategies to shape decision-making, including engaging groups serving limited English speaking, low income, disabled, and racially diverse populations.
4. Organize and/or present workshops, seminars, and forums to provide equity, diversity, and inclusion education, training, consultation and guidance, which achieves measurable long-term behavior change in the awareness and demonstration of inclusive behaviors.
5. Coordinate agency EEO/AA reporting and assist managers and supervisors in collecting and analyzing employment data, identifying problem areas, setting goals and timetables and develop programs to achieve goals.
6. Identify opportunities to enhance a diverse workforce through innovative recruitment and retention strategies. Evaluate recruiting, employment, and promotional procedures; and recommend strategies to eliminate inappropriate employment barriers.
7. Benchmark effectiveness of diversity, equity, and inclusion efforts and ensure best practices are implemented by staying informed of leading trends and issues.
8. Develop systems and methods for measuring the impact of diversity initiatives/programs. Create and maintain diversity metrics to measure success of diversity and inclusion initiatives and programs.
9. Create and/or review communication materials on workforce diversity, affirmative action and other county programs for both internal and external audiences.
10. Lead, facilitate or staff employee advisory committees.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of diversity and inclusion practices, processes, procedures

Knowledge of laws, programs and practices in the area of diversity and inclusion (EEO, AA, ADA, anti-discrimination, etc.)

Knowledge of human resources and strategic planning techniques and principles

Knowledge of policy development and analysis

Skill in applying quantitative and qualitative analysis and evaluating data for decision making

Skill in developing and delivering presentations

Skill in oral and written communication

Ability to organize, prioritize, plan, schedule and follow up on tasks; elevate issues or obtain additional resources when necessary

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor degree in related field, and experience in equal employment opportunity, workforce diversity and inclusion, affirmative action program implementation, or related work

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Diversity and Inclusion Manager IDiversity and Inclusion Manager II |
| **Class History** | 10/2002 Created 2/2003 Updated 12/2007 Changed font and format9/1/2014 Updated to remove investigation duties and add Education/ Experience 9/2016 Updated classification title and revised content to reflect added level in series |