

Chief Equity and Diversity Officer Tompkins County

Department: County Administration

Classification: Non-competitive

Labor Grade: Management Grade 88

Approved: 8/22/2019

Revised: CSC 9/15/21 approved NC,2/21, 6/22; 5/23

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college or university with a master's degree **AND** four (4) years of progressively responsible full time paid (or the equivalent part time) experience in diversity, equity, and/or inclusion, human rights, equal employment opportunity, and/or affirmative action; **OR**
2. Graduation from an accredited college or university with a bachelor's degree **AND** five (5) years of progressively responsible full time paid (or the equivalent part time) experience in diversity, equity, and/or inclusion, human rights, equal employment opportunity, and/or affirmative action; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a confidential, policy advising position reporting directly to the County Administrator as a member of senior management that is responsible for leading the development and implementation of Tompkins County's diversity, equity and inclusion initiatives. This position will collaborate with County administrative leadership, County legislative bodies and community stakeholders to establish equity as a shared value across the organization and the community and advocate for necessary human and financial resources for implementation. This position will foster an inclusive culture across the County organization to ensure County processes have inclusive and equitable outcomes. The Chief Equity and Diversity Officer (CEDO) is responsible for facilitating dialogue and organizational practices that support the development and adoption of equity as a shared value. The position will serve as the technical expert in addressing equity as it is applied to County wide policies, programs, practices, training, contracts and budget decisions to ensure compliance with applicable laws, rules and regulations. The CEDO will collaborate with County department heads and employees to facilitate an organizational culture that normalizes the use of an equity lens designed to address institutional barriers that interfere with access and equitable service delivery. The CEDO will also lead and facilitate Tompkins County's Team Justice Equity Diversity and Inclusion (Team JEDI) as the employee-led core equity team that provides administrative, programmatic and research support for DEI initiatives.

TYPICAL WORK ACTIVITIES:

- Develops and implements the County's Workforce Diversity & Inclusion policies & goals;
- Represents the County in community, regional and statewide equity collaborations on behalf of the County Administrator and Legislature;
- Establishes baseline disparity data targets, and processes to track, review and report outcomes;
- Provides expert technical guidance and leadership to department heads, management and elected officials on equity and social justice issues affecting County programs and practices based on data and analysis of proposed legislation and regulations
- Advocates for sufficient funding and resources in order to implement equity and diversity initiatives and training;
- Investigates complaints of discrimination, and harassment and provide recommendations of resolutions and corrective actions to ensure compliance with anti-discriminatory laws, affirmative action and equal employment opportunity programs and regulations;
- Coordinates policies, processes and procedures for anti-discrimination reporting;
- Leads the County's Government Alliance on Race and Equity (GARE) work, working with other County equity leaders;

- Works with the Workforce Diversity and Inclusion Committee to routinely re-examine policies, legislation and the workplace climate survey;
- Provides development, management and oversight over workplace climate survey implementation projects and any other organizational and/or departmental projects relating to diversity and inclusion;
- Directs, evaluates and coordinates analyses and recommendations regarding race and equity policy issues and long-term plans to address department needs and services and the needs of the community; develops and coordinates reports and supporting materials to be presented to the Legislature for information or action;
- Collaborates with community, local businesses, non-profits, colleges, partners to identify and address cumulative impacts of institutional and structural inequities in Tompkins County;
- Develops and implements budgets, cost containment procedures, and program improvement measures;
- Assists advisory boards, county departments and Human Resources with county recruitment practices and outreach as a consultant and offering strategic direction;
- Coordinates with the Office of Human Rights to ensure organizational and community alignment on diversity, equity and inclusion initiatives
- Conducts regular national best practices research and comparative analyses to ensure the County's continued progress as a municipal leader in diversity, equity and inclusion;
- Develops and or carefully searches out the best available training opportunities for county department heads, management and employees.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Demonstrated commitment to valuing diversity and inclusion in the workplace;
- Thorough knowledge of the County's Workforce Diversity & Inclusion Policy;
- Knowledge of concepts, national trends, and current issues related to equity, diversity and inclusion;
- Skill in developing training curriculum and facilitation;
- A passion for advancing racial equity and social justice solutions;
- A demonstrated commitment to organizational development and engagement;
- Experience and a working understanding of the effective methods of organizational and institutional change;
- Adept at implementing and achieving solutions that are driven by data and leads of measurable outcomes;
- Experience with public policy development and implementation;
- Excellent written communication skills, including analytical report writing;
- Excellent written and verbal communication skills to work effectively with the public, department heads, elected officials, committee chairs, and multi-agency-jurisdictional representatives;
- Ability to understand and communicate the difference between technical and policy issues, and to define the implications of any policy choices for the Legislature;
- Candidates must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness;
- Excellent computer skills that at a minimum include presentation software, Microsoft Excel, Word and Access.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Otherwise, the position requires only minimal physical effort which, for the most part, is performed while seated or standing at a desk, but can include some walking and/or handling light boxes or supplies. The employee's ability to communicate (verbally and in writing) must be such that they are able to understand and carry out complex detailed instructions and/or share information to ensure adequate delivery of services. The employee often experiences tight deadlines, rush orders and frequent exposure to distressing human situations. As a result, considerable interpersonal skills are needed to advise and guide program participants on the best use of their benefits and/or to plan and coordinate inter-group cooperation when it comes to coordinating with third-party providers. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. Operation of such machinery requires considerable precision, manual dexterity, knowledge and skill. There are minimal hazards or risks associated with the performance of this work. The work is performed indoors, in an office setting, in a temperature-controlled environment and the incumbent is not generally exposed to disagreeable working conditions.

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