

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Diversity, Equity and Inclusion Officer

Department: Children Services Board
Reports To: Diversity, Equity and Inclusion Officer
Positions Supervised: None
FLSA Status: Exempt
Bargaining/Non-Bargaining: Non-Bargaining

JOB SUMMARY

Under the general supervision of Executive Director, the Diversity, Equity and Inclusion Officer leads the development and implementation of proactive diversity, equity and inclusion initiatives in support of the Agency's strategic plan to:

1. Demonstrate the Agency's commitment to Diversity, Equity and Inclusion both internally and externally;
2. Develop and maintain a diverse workforce that is aligned with the racial and cultural composition of the population we serve by implementing a robust minority recruitment program and ensuring adherence to culturally competent practices in all aspects of hiring, promotion, labor relations, and employee evaluation processes.
3. Ensure non-discriminatory practices by embedding diversity and inclusion protocols across all aspects of our policies, practices, organizational philosophy, data collection and evaluation mechanisms;
4. Build and sustain a pathway for all persons to feel empowered, valued and respected;
5. Improve the outcomes for all Mahoning County families by improving the Agency's ability to serve communities of color.

The Diversity, Equity and Inclusion Officer will also serve as the Agency's Civil Rights Officer and Multi-Ethnic Placement Act (MEPA) Monitor.

QUALIFICATIONS TO PERFORM WORK:

- A Bachelor's Degree from an accredited university in social justice, sociology, social anthropology, public administration, human resource management, or other social services related field is required.
- A Master's Degree from an accredited university in Public Administration, Diversity and Equity, Urban Studies, or related field is preferred.
- Proven effective experience in implementing diversity and inclusion programs, education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job is preferred.
- A demonstrated ability to effectively manage a large number of variables and determine specific course action, use statistical analysis and calculus, write and edit material report specifications, and function well in a team decision making atmosphere is required.
- A demonstrated commitment and ability to effectively establish a friendly atmosphere in a culturally competent manner with individuals from diverse backgrounds is required.
- An In-depth knowledge of human resources administration practices, including recruitment, selection, employment laws, and all relevant state and federal regulations related to EEO programs and basic labor relations principles is required or must be obtained within the first year of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective, courteous and cooperative working relationship with county employees, officials and general public.
- Adapt with minimal or no advance notice to changes in how business is conducted, and work is accomplished in a time-sensitive environment with shifting priorities and deadlines.
- Maintain strict confidentiality when working with sensitive data.
- Effectively use written and oral communication skills.
- Prioritize and perform work on multiple, concurrent tasks or assignments requiring accuracy and attention to detail.
- Utilize sound judgement when applying policies, rules and regulations to tasks requiring the knowledge

- of established policies, rules and laws.
- Organize and maintain large volumes of information.

JOB DUTIES AND RESPONSIBILITIES:

1. Advises the Management Team, Executive Director and Board regarding diversity, equity, inclusion and affirmative action matters;
2. Promotes the Agency's commitment to a climate of equity, diversity, and inclusion through interaction with the Board, supervisory staff, employees, clients and the community;
3. Collaborates with Agency management to create, implement and monitor programs designed to ensure fair and equitable treatment of clients, staff and community stakeholders;
4. Leads the Agency in implementing strategic initiatives, including the creation of a culture of equity, diversity, and inclusion;
5. Partners with community leaders, consumers, clients, staff, and internal and external constituencies to ensure that service delivery supports the Agency's values and strategic goals as determined by the Board;
6. Provides strategic direction for training initiatives on cultural competency, gender differences, disability, sexual harassment, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values;
7. Serves as the Agency's Civil Rights Compliance Officer and MEPA monitor in order to maintain compliance with applicable laws and serves as a liaison between the Agency and relevant enforcement agencies, such as ODJFS, EEOC and the Civil Rights Commission;
8. Leads and serves as chair of the Agency's Diversity, Equity and Inclusion Committee;
9. Serves as the Coordinator for the Agency's Diversity and Inclusion Community Advisory Board;
10. Supports Agency public information efforts and assists with Multicultural event programming;
11. Works with the Assistant Public Information Officer to implement and coordinate the Agency's One Church One Child (OCOC) efforts;
12. Builds, supports and maintains a robust partnership with community members representing underserved populations, religious organizations, cultural institutions, and professional organizations who are willing to advise Agency staff and serve as a resource for assisting in case-specific situations where advanced understanding of particular cultures, experience or religion is necessary to provide effective service delivery,
13. Represents the Agency with external and internal constituency groups to promote and advance diversity, equity, and inclusion;
14. Serves as the liaison to the Personnel Committee of the Board to ensure the Agency's workforce development procedures comply with all Equal Employment Opportunity laws and regulations, meet the Agency's goals of building a workforce that is representative of the population served by the Agency and complies with all other Federal regulations and statutes;
15. Investigates claims of discrimination, harassment, assault, and other complaints not rising to the level of a civil rights violation (microaggressions) and recommends resolutions;
16. Serves as the central resource for staff, clients and the community on issues related to protected class discrimination, harassment and other diversity, equity and inclusion issues;
17. Establishes and maintains an internal audit and reporting system to allow for the effective measurement of Agency programs;
18. Assesses and monitors program effectiveness and keeps management and the Board informed of equal opportunity progress and issues through periodic reports;
19. Provides analysis of legislation and regulations related to equity, affirmative action, and makes recommendations to leadership and the Board on Agency policy and practice;
20. Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet federal and state requirements, including creating workforce analysis reports,
21. Conducts an annual Agency Diversity, Equity and Inclusion climate survey, analyzes results, makes recommendations for action.
22. Performs other related duties as assigned.

PHYSICAL DEMANDS:

- Operate a personal computer, copier, scanner, printer, fax machine, calculator and telephone.
- Incumbent performs generally sedentary work within an office environment, which may require lifting up to thirty (30) pounds occasionally.
- Physical activities include walking, talking, and listening; use hands to finger, handle, feel or operate standard office equipment; lifting; standing; reaching and repetitive motions.
- Incumbent performs work requiring the ability to use illuminated screens which are close to the eyes, reading computer screens and written documents.
- Work under stress of fixed deadlines while meeting demand for service or information.

WORK ENVIRONMENT:

- Incumbent works primarily inside with minimal exposure to adverse environmental conditions.
- Occasional local and out-of-County travel for training and meetings.

I have received a copy of the Position Description and have read and understand its contents. I acknowledge that this Description is a representation of the major duties and responsibilities of the position.

Employee Signature

Date

Supervisor (or HR) Signature

Date