

Strategic Workforce Equity Coordinator



General Summary of Classification:

Performs complex and advanced professional work in developing, implementing and/or coordinating programs, initiatives and policies to promote inclusive and equitable employee recruitment, development and retention, and engagement Countywide; collaborates with Human Resources (HR) and County Departments to ensure compliance and adherence to equity, inclusion and related, policies, procedures, guidelines and regulations; provides centralized guidance and support on related matters of policy, procedures and regulations to all levels of County employees; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Identifies areas of need and/or opportunity, researches and recommends options, implements approved programs, initiatives and policies, develops and implements training and communications to bolster diversity, inclusion and equity within the organization and its workforce, to support recruitment, retention and engagement of a diverse and dynamic workforce, and to promote unbiased employment decisions, efforts also include developing goals, objectives and performance metrics for measuring the impact of implemented programs, initiatives and policies;
- Serves as primary point of contact to triage allegations of harassment or discrimination based on race, ethnicity, gender and gender identity, sexual orientation, religious beliefs, disabilities, etc.; assesses, analyzes and identifies root causes of issues; serves as primary point of contact for issues of unusual, complex, sensitive or confidential nature to identify appropriate resolutions, and liaisons with appropriate human resources divisions and personnel, and departments to coordinate and support strategic collaborations between all stakeholders and ensure appropriate resolution of issues;
- Serves as an expert resource providing guidance, interpretation, assistance and counseling to all levels of County employees on personnel issues, policy/procedures issues and diversity, inclusion and equity programs and initiatives;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive working knowledge of employment laws, equitable and inclusive organizational practices, policies, and strategies; sound working knowledge of County operations, policies, procedures and regulations; excellent critical thinking skills including sound judgment and reasoning skills. Ability to understand, troubleshoot, research, accurately interpret, consistently and correctly apply policies and guidelines to wide array of situations, including cultural norms and sensitivities, proactively identify problems and opportunities, and propose and implement effective solutions.
- **Technical:** Excellent computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems, and applications to complete assigned tasks; ability to enter, retrieve and analyze data and prepare reports.
- **Communication, Customer Service and Interpersonal:** Excellent knowledge of the socioeconomic diversity of the County's workforce and citizenry and interpersonal skills; excellent written and oral communication skills, to communicate complex and sensitive information, rules, regulations, policies and procedures, problems and solutions professionally, respectfully, clearly and accurately with tact and courtesy; professional integrity; discretion; excellent customer service and follow-up.
- **Decision-making, and Authority:** Ability to accurately understand, interpret and apply, and follow complex data, policies and regulations, including federal regulations; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to plan, organize, and conduct meetings or training sessions.
- **Leadership:** Non-supervisory. Ability to work independently with minimal supervision, requires the demonstrated ability to both lead and collaborate as part of a team to credibly promote equity and inclusion and achieve goals and objectives.
- **Environment:** Works primarily in an office setting; may work in various locations Countywide based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to interact with a diverse workforce. Physical ability sufficient to perform assigned duties in an office environment and at various other indoor and outdoor duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in human resources management, organizational development or other relevant field;

Experience: Five (5) years of relevant professional experience;

OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.