**Class Summary**

The responsibilities of this classification include serving as an integrating partner to proactively develop and implement plans, programs, and activities that educate King County employees about diversity and inclusion, and promote accountability for diversity and inclusion as core values to be collectively practiced at the county. The incumbent builds relationships with leaders and educates employees on the importance and advantages of a culture that values and supports employees and members of our community.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. This classification is distinguished from the Diversity and Inclusion Manager I classification in that incumbents in the Diversity and Inclusion Manager II classification lead the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive work environment and creates innovative solutions to strengthen diversity, inclusion, and cultural competencies across the county. Incumbents also oversee EEO/AA reporting to federal, state, and local regulatory agencies, and may supervise and/or perform investigations into complaints of discrimination or harassment. Incumbents in Diversity and Inclusion Manager I 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.

Use of this classification requires approval from the Human Resources Director.

**Examples of Duties**

*In addition to the duties listed below, incumbents in this classification may be required to perform all or some of the duties contained in the Diversity and Inclusion Manager I classification:*

1. Lead and/or support the development and implementation of innovative county-wide diversity initiatives/programs that advance workforce diversity, equity, and an inclusive work environment.
2. Oversee EEO/AA planning, reporting, adverse impact analyses, and compliance efforts to federal, state, and/or local regulatory agencies. Ensure action plans address issues and/or opportunities. Develop and recommend policies and procedures to implement the EEO/AA program. Maintain a liaison with federal, state, and/or local regulatory agencies.
3. Oversee, supervise, and/or perform investigations into complaints of alleged discrimination or harassment. Engage with employees, union representatives, managers and supervisors, legal representatives, investigators, and external agencies during the investigative process; render decisions on complaints and/or appeals as required; develop investigation reports; and maintain records. Ensure effective and efficient management and resolution of complaints, including utilizing alternative dispute resolution. Monitor external EEO complaint trends and Reponses.
4. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of diversity and inclusion practices, processes, procedures

Knowledge of laws, programs and practices related to 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

Knowledge of unionized workforces and collective bargaining agreements

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

Skill in working in a highly matrixed and political environment

Skill in oral and written communication

Ability to build trusted relationships, interact and influence across all levels within the County

Ability to organize, prioritize, plan, schedule and follow up on tasks

Ability to consolidate data and prepare presentations for employees and county leadership, including elected officials

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’s degree, preferably in race/gender studies, cross-cultural communication, psychology, human resources or related field, and progressive 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 I  Diversity and Inclusion Manager II |
| **Class History** | 9/2016 Created |