**Class Summary**

The responsibilities of this classification include overseeing, developing, and implementing a small division’s Equity and Social Justice (ESJ) efforts to drive organizational change including but not limited to enhancing the organization through diverse talent. Incumbents center pro-equity and anti-racism in all efforts in order build capacity at all levels of the department. The Equity, Inclusion, and Belonging (EIB) Manager III works with department leadership and the Office of Equity and Social Justice (OESJ) to develop strategic direction, identify and implement ESJ initiatives, and ensuring progress towards goal attainment, internally and to the communities served.

The EIB Manager I works with division leadership the department EIB Manager to identify and implement ESJ initiatives and ensure progress towards goal attainment, internally and to the communities served. Incumbents in this classification report to a EIB Manager III and may lead or supervise assigned staff.

**Distinguishing Characteristics**

This is the first level in a three level classification series. Incumbents in this classification oversee ESJ efforts for a small division and are responsible for ensuring all division ESJ initiatives are aligned and integrated with the department’s ESJ strategic goals and approaches.

This classification is distinguished from the EIB Manager II in that positions oversee the ESJ efforts of a division with typically less than 300 employees and may lead or supervise individual contributors.

**Examples of Duties**

1. Partner with division leadership, department EIB Manager and human resources to define and drive ESJ action plans throughout the division. Ensure work units are informed and empowered to make thoughtful and strategic decisions that are in support the division’s ESJ goals.
2. Assess division ESJ practices and apply tailored division wide ESJ best practice strategies to accelerate progress and enable cultural effectiveness and organizational change. Evaluate and report the effectiveness of division ESJ activities and their impact on both workplace culture and division business results.
3. Provide direction and leadership related to strategically adopt ESJ policies and practices into the division’s line(s) of business, internally and to the communities served.
4. Collect ESJ related performance measures. Work to ensure metrics are understandable, meaningful and lead to accountability and desired outcomes. Continuously review data to ensure anti-bias efforts are applied throughout the division.
5. Provide consultation, coaching, and support for employees to be innovative and adaptive in providing culturally responsive, inclusive, and equitable programs and/or services.
6. Communicate new/updated programs, policies, and processes to division leadership and employees. Work with management to deliver training/education/workshops around ESJ and related subject matter.
7. Represent division’s diversity strategy efforts at the department or county level, ensuring awareness, involvement, and contributions as appropriate. Participate in county-wide ESJ team(s) and communities of practice to fulfill division goals.
8. Work with division leadership to develop and maintain processes and systems to increase division leadership’s accountability for the efficacy of ESJ approaches and initiatives.
9. Collaborate with human resources and other applicable teams to build internal and external partnerships that help attract and amplify under-represented stakeholders’ perspectives.
10. Review potential changes to ESJ efforts with the department EIB Manager and implement as approved. Work with work units and human resources to ensure best practices are applied to various processes throughout the division.
11. May lead or supervise assigned staff.
12. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of equity, diversity and inclusion practices, processes, procedures, and approaches

Knowledge of laws, programs, and practices in 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 diverse people and cultures

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**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** | Equity, Inclusion, and Belonging Manager I  Equity, Inclusion, and Belonging Manager II  Equity, Inclusion, and Belonging Manager III |
| **Class History** | 2/2021 Created |