**Class Summary**

The responsibilities of this classification include overseeing, developing, and implementing a large department’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.

Incumbents in this classification report to a department director and simultaneously to the Chief Equity and Inclusion Officer.

**Distinguishing Characteristics**

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

This classification is distinguished from the EIB Manager II in that positions assigned to this classification oversee the ESJ efforts of a department of typically 800 employees or more through subordinate EIB Managers and individual contributors.

**Examples of Duties**

*Incumbents in this classification may be responsible for performing the duties within the Diversity, Equity and Belonging Manager III and the following:*

1. Partner with department leadership, OESJ and human resources to define and drive ESJ action plans throughout the department. Review action plans with the Chief Equity and Inclusion Officer for approval and to ensure alignment with county ESJ goals. Ensure work units are informed and empowered to make thoughtful and strategic decisions that are in support the department’s ESJ goals.
2. Assess the department and its divisions ESJ practices and apply tailored department-wide ESJ best-practice strategies to accelerate progress and enable cultural effectiveness and organizational change. Evaluate and report the effectiveness of department ESJ activities and their impact on both culture and business results.
3. Provide direction and leadership to department EIB team to strategically adopt ESJ policies and practices into the department’s line(s) of business, internally and to the communities served.
4. Establish ESJ related performance measurement goals. 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 department.
5. Provide consultation, coaching, and support for managers and other 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 department leadership and employees. Work with management to deliver training/education/workshops around ESJ and related subject matter.
7. Represent department’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 both department and county goals.
8. Work with department leadership to develop and maintain processes and systems to increase department 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 and diverse perspectives.
10. Work with work units, OESJ and human resources to ensure best practices are applied to various processes throughout the department and continuously refined.
11. Supervise assigned staff and coach for development and performance.
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 the area of 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 IEquity, Inclusion, and Belonging Manager IIEquity, Inclusion, and Belonging Manager III |
| **Class History** | 2/2021 Created |