

DIVERSITY, EQUITY AND INCLUSION MANAGER **(New Classification)**

DEFINITION

Under executive direction, develops, leads, coordinates, implements, manages, and evaluates Countywide diversity, equity, and inclusion (DEI) programs and activities through social justice and equity lens to create fair access to opportunities; promotes efforts to achieve DEI within the County; provides strategic, integrated program direction and consultation to the Board of Supervisors, County Administrator, County departments, employees, community members, and other stakeholders on issues regarding DEI initiatives; and establishes learning programs designed to increase awareness and support of DEI values and maintains compliance with applicable laws.

DISTINGUISHING CHARACTERISTICS

The Diversity, Equity and Inclusion Manager (DEI Manager) is an at-will single position classification that resides in the County Administrator's Office and serves as a key member of the leadership team at the pleasure of the County Administrator. The DEI Manager performs complex strategic planning and analytical work while providing leadership, vision, and collaboration with the community and partners to ensure the development and management of innovative and effective strategies that result in fair and equitable services, programs, activities, and institutional change initiatives for County residents and workforce. The incumbent functions as a project manager with the authority to develop and make independent decisions within broad policies and procedures as determined by County executive management, the Board of Supervisors, and federal, state and county laws, ordinances, and regulations.

The incumbent may supervise professional and/or other support employees including leading departmental DEI coordinators in implementing department-specific programs that advance organizational change, foster a positive and inclusive work environment, and ensure programs and services are designed to promote equity and inclusion at all levels within the County.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Leads, manages, and expands the County's DEI commitment and initiatives by designing, coordinating, and implementing a sustainable, comprehensive, and actionable DEI plan/program, policies, and procedures that integrate strategic planning, organizational/needs assessment, and stakeholder engagement activities that innovatively and effectively apply equity and social justice practices.
- Serves as a change agent, advisor, and strategic partner with the County's leadership team on internal and community-facing DEI work and matters.
- Develops, recommends, coordinates, implements, and presents DEI best practices resources, training, and resource groups to educate, promote inclusiveness, and ensure continued compliance with government regulations.
- Develops, implements, and maintains auditing systems and controls to measure progress and ensure accountability related to the fair and equitable delivery of County services, programs, and activities; determines how disparate impacts will be

documented and evaluated; collects, evaluates, and analyzes indicators and progress benchmarks related to systemic disparities.

- Develops and deepens relationships with community members and non-profits committed to equity work; participates in community equity collaborations on behalf of the County to identify and address cumulative impacts of institutional and structural inequities.
- Partners and collaborates with County departments to identify and address current and emerging DEI issues; create understanding and awareness by examining rules, policies, procedures, processes, practices, and the distribution of resources that may contribute to inequities; and advance and support initiatives that optimally benefit Yolo County residents and workforce.
- Partners and collaborates with Human Resources to support the evaluation and enhancement of personnel related policies, procedures, practices, and local ordinance codes to promote access, inclusion, diversity, and equity; thereby, modernizing employee selection practices, tools, and processes that monitor employee engagement, recruitment, and retention efforts.
- Conducts a wide range of organizational studies related to DEI which requires the collection and analysis of data, applicable legislation, and regulations; formulation of recommendations; and preparation of professional reports and correspondence for stakeholders.
- Participates in and facilitates industry, governmental, internal, and community events to stay abreast of new trends, innovations, legislations, and regulatory changes and normalize conversations and influence efforts that align with the County's interests and needs.
- Responds to and resolves difficult, sensitive, and in-depth inquiries and/or complaints from the public, other agencies, employees, and/or departments regarding DEI program, procedures, or regulations by explaining County initiatives and applicable codes, ordinances, policies, and procedures.
- May supervise professional, and/or other support employees who coordinate and support DEI programming and initiatives.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education: A bachelor's degree from an accredited four-year college or university, preferably with major coursework in Business/Public Administration, Social Services, Communications, Sociology, Human Resources Management, Industrial/Organizational Development, Education, Diversity, or Ethnic Studies; AND

Experience: Five (5) years of professional level experience managing, analyzing, and making recommendations related to diversity, equity and inclusion, equal employment opportunity, organizational development, human resources/workforce management, community outreach, governmental, educational, or social justice programs.

Substitution: Additional demonstrated work experience in the field of diversity, equity and inclusion and aforementioned areas may substitute for the bachelor's degree on a year-for-year basis.

License Requirement: This classification requires the incumbent to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individual who does not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

KNOWLEDGE & ABILITY

Knowledge of:

- Principles, practices, and methods of policy and program analysis, development, and implementation related to equity, workforce diversity, and equal employment concerns and activities
- Social justice, racial, political, and environmental issues influencing equity program development and implementation
- Principles, practices, and methods of process improvement, research, and statistical and organizational analysis
- Theories, principles, and practices of effective programming, institutional change management, and strategic planning process and techniques
- Applicable federal, state, and local personnel and equal employment opportunity laws, rules, and regulations
- Principles and practices of effective interpersonal and group communication techniques and public outreach
- Principles and practices of personnel management including supervision, discipline, leadership, mentoring, and training
- Office procedures, methods, and equipment including personal computers and applicable software such as word processing, spreadsheets design, and other specialized applications related to area of assignment
- English usage, spelling grammar, and punctuation

Ability to:

- Interpret, apply, and explain federal, state, and local policies, laws, and regulations
- Conduct impact analysis by collecting and evaluate facts to draw logical conclusions; identify and define complex equity disparities; utilize evidence and data to recommend and advocate for improvements and equitable opportunities for all populations being served
- Plan, organize, develop, lead, and implement Countywide programs, policies, and training workshops that strengthen and advance a cultural infrastructure that leads to justice and a transformative culture of DEI
- Exercise tact, empathy, ethical decision-making, and diplomacy within general policy guidelines when dealing with sensitive and complex diversity issues
- Communicate effectively, both orally and in writing, including public speaking and preparing clear, concise, and comprehensive written reports that engage and compel a variety of institutional and community audiences
- Establish solid and collaborative working relationships with individuals from all backgrounds, education, and socio-economic levels, especially those with diverse viewpoints and strong opinions, on equity issues in a variety of forums
- Work independently and adapt to competing priorities while leading diverse teams and promoting a culture of inclusion

- Efficiently manage diverse employees and groups in the areas of planning and project management including organizing, directing, motivation, and evaluation
- Select, supervise, train, and evaluate assigned programs and personnel

ENVIRONMENTAL & FUNCTIONAL FACTORS

The incumbent in this class works in an office building and community setting. The incumbent works independently or closely with others to communicate and address stressful situations in a calm, professional manner. The incumbent, with very short notice, may be required to work irregular hours, off-shifts (nights and weekends), and holidays and travel to various geographic locations to participate in regional or statewide meetings.

MEDICAL CLASS

This class requires light physical effort which may include frequent lifting of up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds. Occasional bending, stooping, and/or squatting; sitting for long periods of time; and walking may be involved. Additionally, the incumbent needs manual dexterity, corrected hearing and vision, and eye-hand coordination to use a variety of office equipment and perform the essential functions of the job.