



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:                   DIRECTOR OF DIVERSITY, EQUITY AND INCLUSION  
(CHIEF DIVERSITY OFFICER)**

**SALARY:**               \$114,244.26 - \$158,140.06 annually

**LOCATION:**             Monroe County Department of Diversity, Equity and Inclusion

**JOB SUMMARY:**

The Director of the Department of Diversity, Equity and Inclusion is an administrative position responsible for managing and coordinating the newly created Department of Diversity, Equity and Inclusion. This department is responsible for the implementation and coordination of training and development programs that promote an equitable workforce, including: increasing diversity in hiring/appointment practices across departments with an emphasis on policy making positions, and monitoring and measuring adherence to goals surrounding increased opportunities for Minority and Women Business Enterprise (MWBE).

The CDO and their team will work with all departments across Monroe County to promote a culture of diversity, equity and inclusion, as a valued priority and guiding principle within County government. Duties involve leading the development of a training and mentoring program that promotes the professional development of all members/employees across departments with attention toward upward mobility for ethnic and racial minorities and women.

The department will ensure compliance with sexual harassment and EEO laws. The CDO will work with their team to build the infrastructure and provide guidance around the creation of countywide departmental diversity action plans (DAPs)/programs. Typical work activities and responsibilities include oversight of the Office of Diversity, Equity and Inclusion; ensuring adherence to departmental DAPs; development and implementation of effective methods and procedures for recruitment, selection, placement and promotion of racial and ethnic minorities and women; and assist with purchasing and contracting functions to ensure compliance with the County's MWBE requirements. All other duties as assigned.

**CHARACTERISTICS OF THE IDEAL CANDIDATE:**

Experience serving as a Chief Diversity Officer of an organization, demonstrating the ability to work collaboratively and effectively with various constituencies to create and implement a culture of diversity, equity and inclusion. Familiarity and understanding of federal, state and local laws, regulations, and guidelines related to civil rights and equal opportunity. Strong communication skills, both written and oral.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** September 13, 2022

**Posting Deadline:** Until filled