

## **COORDINATOR OF DIVERSITY, EQUITY AND INCLUSION**

Code No.: 3-21-001  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position responsible for leading the development and implementation of a diversity, equity and inclusion initiative. This position will foster an inclusive culture across the organization to ensure internal processes have equitable outcomes and will collaborate with staff to facilitate an organizational culture designed to address institutional barriers that interfere with access and equitable service delivery. This position will also serve as the technical expert in addressing equity as it applies to an organization's policies, programs, practices, training, and contracts while working within the guidelines of federal, state and local laws. The employee reports directly to, and works under the general supervision of a Town Supervisor or other administrator. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates programs that promote equality with the workforce;

Creates a more diverse workforce with an emphasis on training and equity for ethnic and minority groups;

Provides technical advice and guidance to administrators and management personnel on methods and procedures for effective recruitment, selection, placement and promotion of racial and ethnic minorities and women;

Implements the organization's diversity and inclusion policy and goals;

Establishes baseline disparity data targets and processes to track and report outcomes;

Develops or assists in developing policies and practices relating to areas such as diversity, equity and inclusion, sexual harassment, implicit bias and the Americans with Disabilities Act (ADA);

Directs, evaluates and coordinates analyses and recommendations regarding race and equity policy issues and long-term plans to address organizational needs and services;

Collaborates with Human Resources or administration to provide guidance and training to employees on workplace education and development of diversity, equity and inclusion programming;

Develops and coordinates reports and supporting materials presented to administrators;

Conducts regular national best practices research and comparative analyses to ensure continued progress in diversity, equity and inclusion;

Collaborates with the community and stakeholders to identify and address cumulative impacts of institutional and structural inequities;

Develops and implements program improvement measures.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the organization's diversity and inclusion plan; good knowledge of concepts, national trends, and current issues related to equity, diversity and inclusion; ability to develop training

curriculum and facilitation; working knowledge of effective methods of organizational and institutional change; ability to implement and achieve solutions that are driven by data and measurable outcomes; ability to communicate orally and in writing; ability to write analytical reports; ability to comprehend and communicate the difference between technical and policy issues and to define the implications of policy choices; ability to utilize related software; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Master's degree in a diversity, equity and inclusion, diversity studies, sociology, psychology, organizational leadership, executive leadership, education, public administration, political science, ethnic studies, business administration/management, or human services field; OR,
- (B) Graduation with a Bachelor's degree in a diversity, equity and inclusion, diversity studies, sociology, psychology, organizational leadership, executive leadership, education, public administration, political science, ethnic studies, business administration/management, or human services field plus one (1) year paid full-time or its part-time equivalent experience in affirmative action, OR diversity, equity, and inclusion recruitment, retention, instruction or training, OR developing and implementing a diversity, equity and inclusion program; OR,
- (C) Graduation with an Associate's degree in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience in affirmative action, OR diversity, equity, and inclusion recruitment, retention, instruction or training, OR developing and implementing a diversity, equity and inclusion program; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** November 5, 2020

**REVISED:** January 6, 2022

**REVISED:** March 30, 2023