

City of South San Francisco  
Human Resources Department

**Diversity, Equity and Inclusion Officer**  
Class Description

**Definition**

Under general direction of the City Manager or designee, develops, coordinates, and oversees the implementation of programs and initiatives related to the City's Racial and Social Equity Plan and other programs supporting the City's equity and inclusion goals.

**Distinguishing Characteristics**

This single-position classification is distinguished by City-wide coordination of policies, programs and strategies designed to promote equity and inclusion within the South San Francisco community. Supervision of staff is not a primary responsibility; however, the position may supervise clerical staff, hourly program staff, interns, and/or volunteers on a project or day-to-day basis. This class series is distinguished from other managerial professional classes within the City by the emphasis on City-wide coordination of equity and inclusion initiatives.

**Typical and Important Duties**

1. Oversee and coordinate the implementation of goals, strategies, and priorities of the City's Racial and Social Equity Plan, provide assistance to departmental staff to ensure that progress is monitored and objectives are being met.
2. Identify potential new programs, activities or initiatives to foster diversity, equity and inclusion in the South San Francisco community, including the identification and coordination of training for employees and members of the community.
3. Work with each department identify opportunities to improve equity and inclusion of diverse community members in a variety of City programs and services, and develop strategies and action plans to implement policies to achieve equity outcomes.
4. Collaborate with the Human Resources Department to identify and implement best practices to promote equity and inclusion within the workforce, bring an equity lens to workforce program areas including but not limited to recruitment and selection, training and development, personnel policies, and employee relations.
5. Collect, analyze, and synthesize data and formulate recommendations for priority areas, recommend programs or policy changes
6. Develop metrics and track progress on goals and priorities, including but not limited to priorities identified in the Racial and Social Equity Plan, prepare and deliver periodic reports to Department Heads, applicable Boards or Commissions, and City Council.
7. Serve as staff liaison to the Community Safety and Equity Board, including coordinate periodic training or presentations, take minutes and follow-up on action items.
8. May assist in develop public communication materials related to the City's equity and inclusion programs and initiatives.
9. Perform related duties as assigned.

## Job-related Qualifications

### Knowledge of:

- Principles and practices of community engagement, understanding of specific barriers that may lead to a lack of access and engagement among diverse community members
- Dynamics of power, privilege, and oppression across multiple identities, including but not limited to race, ethnicity, gender identity, sexual orientation, age, disability and religion.
- Principles and practices of project management, program evaluation, and data analysis.
- Current research and best practices for fostering diversity, equity and inclusion within communities and within the workforce.
- Techniques for group facilitation and effective communication for engaging in dialogue around topics such as race, anti-racism, diversity and inclusion.
- Applicable Federal, State, and Local laws regarding anti-discrimination and equity as they relate to government services and employment.

### Ability to:

- Communicate effectively, including proficiency in engaging in cross-cultural communications and interactions.
- Plan and conduct effective management, administrative, and operational studies.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Prepare clear and effective reports, correspondence, informational and educational materials, and other written materials.
- Make effective presentations.
- Direct the work of others on a project or day-to-day or project basis; plan, distribute, coordinate, and review the work of assigned staff.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Engage professionally and effectively and represent the City with a wide range of diverse consultants, occasionally in situations where relations may be difficult or strained.
- Establish and sustain positive working relationships with internal and external stakeholders, including elected officials and senior management.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimal direction.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Understand safety policies, rules, and regulations; work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Ability to communicate in two or more languages commonly spoken in the South San Francisco community is preferred.

### Skill in:

- Using a personal computer and its associated applications, including Word, Excel, and PowerPoint

- Rapid note taking and accurate transcription of own notes.
- Spreadsheet software and data analysis
- Group facilitation

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

#### Experience:

Four years of progressively more responsible professional experience in program development and project management in a local government or community-based organization, at least two of which include direct experience managing or developing diversity, equity and inclusion programs.

#### Training:

A bachelor's degree from an accredited college or university with major coursework in social work, public health, public policy, community advocacy and justice, human resources, or other field that includes an emphasis on social issues impacting marginalized communities.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

#### Physical Skills:

Able to use standard office equipment, sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time, strength to lift and carry presentation materials, strength to lift and carry 35 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and to make public presentations.

#### Work Environment:

Work in a standard office environment; ability to work protracted and irregular hours, and available for evening meetings and/or training.

#### Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

**Additional Information:**

- Approved: 11/9/2022
- Revised Date:
- Former Titles:
- Abolished:
- Bargaining Unit: Mid-management
- DOT: No
- Status: Classified/Exempt
- Job Code: M540