

CHIEF DIVERSITY OFFICER (DOE)

General Statement of Duties and Responsibilities

This is a management class of positions. All personnel perform related work.

Under the executive direction of the Deputy Chancellor, with extensive latitude for the exercise of independent initiative and judgment and pursuant to Executive Order 59, the Chief Diversity Officer is charged with planning and directing DOE's diversity and inclusion programs, and strengthening the utilization of minority and women-owned enterprises.

Examples of Typical Tasks

Involved in creating strategies for recruiting, retaining, and training a talented, diverse workforce. Develops and promotes innovative strategic plans for an inclusion-based culture change and system wide engagement by creating targeted initiatives that align with the Agency's values and mission.

Oversees the review of the available data on minority representation at all levels and all organizational subdivisions of the school system.

Ensures that all internal employment and related personnel practices of the school system are in compliance with all applicable equal opportunity laws and with the equal opportunity policy of the Department of Education.

Oversees the establishment and implementation of initiatives and programming that support workplace equity and a culture of belonging and inclusion across the employee lifecycle.

Works closely with the Agency Chief Contracting Officer to ensure that DOE procurement practices align with the Minority/Women Owned Business Enterprises (M/WBE) program.

Oversees development and implementation of innovative solutions that promote contracting opportunities for M/WBE's; monitors agency contracts to ensure the Agency's full compliance with applicable rules and policies.

CHIEF DIVERSITY OFFICER (DOE) (continued)

Examples of Typical Tasks (continued)

Oversees the development of strategies and initiatives for reporting and monitoring MWBE utilization. Works closely with the Mayor's Office of MWBEs Program leads to facilitate and implement key initiatives that improve compliance with all applicable laws.

Promotes MWBE program to internal and external audiences.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and six (6) years of satisfactory, relevant, full-time, paid professional experience gained in such field as procurement management, community relations, inter-group relations, labor or industrial relations, law, personnel administration or public relations. At least three (3) years of the foregoing experience must have been in a supervisory, administrative, or consulting capacity. In addition, at least three (3) years of experience must have been in work which included inter-group and/or community relations; or
2. A satisfactory combination of education and experience equivalent to " 1 ", above. However, all applicants must have three (3) years of supervisory, administrative, or consulting experience and three (3) years of experience in procurement management, inter-group and/or community relations.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.