

EQUITY AND DIVERSITY OFFICER

NATURE OF WORK

This is professional work in the investigation and resolution of alleged discrimination on the basis of race, color, religion, sex, disability, national origin, age, marital status, retaliation or familial status (in housing only), in both the community as a whole, and within the City of Lincoln as an employer. The Equity and Diversity Officer will also be actively involved in community-education efforts on multi-cultural issues.

The Equity and Diversity Officer will be responsible for the investigation of Lincoln Commission on Human Rights (LCHR) complaints by citizens working or living in Lincoln alleging discrimination in employment, housing, or public accommodations; receiving and processing complaints of alleged discrimination filed by an employee or applicant for employment with the City; updating and implementing the City's Equity, Access and Diversity Plan; supervising investigators in the handling of such complaints and assisting in such investigations; serving, with the City Ombudsman, as the City's Title VI and ADA/Section 504 Coordinator; and administering the City's Disadvantaged Business Program; and administering federal grants from the Equal Opportunity Commission, the Department of Housing and Urban Development and other federal agencies. An employee in this class will also serve as secretary to the LCHR, coordinating projects and activities of the Commission. With respect to all responsibilities other than those involving the LCHR, the employee will be directly accountable to the Mayor, as the Chief Executive Officer of the City. With respect to work involving the LCHR, the employee will be responsible to the City Attorney. Supervision may be exercised over a staff of professional, technical and clerical personnel working in the various areas concerning equal opportunity.

EXAMPLES OF WORK PERFORMED

Receives and processes alleged discrimination complaints from City employees or applicants for employment with the City; meets with aggrieved parties to negotiate and conciliate resolutions of complaints.

Reviews, recommends changes, and approves the Equal Employment Opportunity Plans of contractors, vendors and suppliers submitting bids to the City; monitors Equal Employment Opportunity Plans of contractors, vendors, and suppliers; administers the City's Disadvantaged Business Enterprise Program.

Compiles annual reports for the Mayor and Human Rights Commission on the status and accomplishments of the LCHR.

Updates, implements and monitors the City's Equity, Access and Diversity Plan.

Provides assistance in implementing policies and activities generated by the Human Rights Commission; supervises LCHR investigators and assists in investigation and processing of fair housing, employment and public accommodation complaints to the LCHR; directs the LCHR's outreach and educational efforts; administers federal grants and acts as liaison with those agencies.

Supervises, trains and directs the work of professional, technical, and clerical subordinates engaged in work relating to equal opportunity, housing and public accommodations.

Prepares, coordinates, and conducts training for City departments regarding federal, state and local equal employment opportunity laws, fair housing laws, public accommodation laws and other Civil Rights and anti-discrimination laws, regulations, ordinances, and guidelines.

Assists City departments in developing recruitment and retention strategies; recruits ethnic, racial, and other under-represented groups or persons for City advertised positions.

Advises City departments on compliance with requirements of federal funding with respect to anti-discrimination laws (e.g., Title VI) and equal employment opportunity.

Reviews public bidding offers and requests for proposals to assure compliance with federal disadvantaged business enterprise requirements.

Represents the City when so assigned with administrative boards, civic organizations, committee meetings, and other City functions relating to multi-cultural issues.

Serves as contact point for community organizations.

Participates in community education and public events that help build an even more inclusive and tolerant community.

Assists in recruiting and appointing citizens to serve on City advisory boards and committees in order to include diverse populations.

Performs any related functions as needed for Lancaster County on a contract basis.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of and an established record of cultural competency.

Thorough knowledge of ethnic minorities and cultural diversity.

Considerable knowledge of federal, state and local laws and ordinances pertaining to equal opportunity.

Considerable knowledge of the various federal, state and local guidelines for the interpretation of such laws and ordinances.

Considerable knowledge of the structure and functions of city government and other governmental agencies doing work in this area.

Ability to work well with diverse people and under a variety of circumstances; ability to negotiate and conciliate complaints of alleged discrimination.

Ability to analyze, interpret, and write reports.

Ability to design and develop program proposals.

Ability to create, implement and monitor federal grant contracts.

Ability to speak before large groups of people; ability to communicate effectively, both orally and in writing.

Ability to supervise a staff of professional, technical, and clerical subordinates.

Ability to establish and maintain effective working relationships with community leaders, City officials, other elected officials, employees, and the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in sociology, psychology, human relations, public or business administration, law, political science or related field and considerable experience in the equal opportunity and civil rights.

MINIMUM QUALIFICATION

Graduation from an accredited four-year college or university with major course work in public or business administration, or related field, plus experience of a responsible nature in municipal operations and administration, civil rights, or a comparable field; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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