

COUNTY EQUITY OFFICER

Definition

Under administrative direction, plans, organizes, manages and directs the development and implementation of equity programs for the County of Sonoma; plans, leads, and promotes diversity, equity and inclusion strategies and activities including policy analysis and development, data analysis, interdepartmental coordination, and community collaboration; manages the staff directly assigned to the office; and performs related duties as required.

Distinguishing Characteristics

This position is appointed by the Board of Supervisors and serves as the department head of the County's Office of Equity. The position is responsible for the development and management of the Office's mission and objectives aimed at identifying and addressing systemic inequities in County services, processes, and policies.

The incumbent provides leadership and vision to County departments, agencies, and special districts to ensure the development and implementation of effective strategies to achieve equity for Sonoma County residents. The incumbent must be sensitive to the impact that County policies, services, processes, directives and programs have on equity for the community at large. Equity may refer to racial equity, as well as gender, disability, sexual orientation, and other classes of individuals who may experience disparities that the County may effect in its programs and services.

Work is performed with a maximum amount of independence and trust. The position is expected to work collaboratively with County departments, agencies, special districts and local community groups, and other organizations to carry out the mission and responsibilities of the Office.

Typical Duties

Duties include, but are not limited to, the following:

Develops and manages the County's equity and inclusion strategic plan, objectives, policies, and priorities, ensuring the County's core values of equity, diversity, and inclusion are incorporated throughout its workforce, programs, and the services provided to the community.

Works to build an infrastructure to ensure planning and policy decisions are evaluated through an equity lens to create equitable outcomes of policies, processes, directives implemented by services provided by County departments, agencies and special districts; coaches departments to be innovative and adaptive in providing culturally competent programs/services and improved public outreach, and to cultivate awareness and appreciation of a diverse and inclusive culture.

Conducts, evaluates, and coordinates analyzes and makes recommendations regarding policy issues and long-range plans to address County and community needs and services to ensure equitable outcomes; facilitates the development of baseline data and metrics, and develops performance indicators and progress benchmarks; evaluates progress on equity plans and objectives, and collects, analyzes, and presents data measuring progress; develops and coordinates reports, supporting materials, and presentations.

Develops and works collaboratively with employee groups whose purposes are related to advancing equity in County programs and services, and fostering a diverse and inclusive workforce.

Collaborates, develops and oversees the dissemination of information and training to County departments and employees regarding racial equity and equity in general, diversity, cultural competency, and inclusion; works collaboratively with the Human Resources Department in the development, recommendations, and implementation of training, and in developing best practices to advance diversity of the workforce.

Represents the County as a member of community diversity collaborations; collaborates with and builds relationships with community partners; participates in community conversations about diversity, equity, and inclusion issues; facilitates community engagement processes for policy and planning input.

Analyzes related legislation and regulations with an equity lens and provides expert technical guidance.

Directs and reviews the work of staff; manages staff training and performance; determines departmental budget priorities and makes recommendations.

Performs other duties as assigned, expected, and related to the mission of the Office.

Knowledge, Skills, and Abilities

Knowledge of: socio-political, historical, and systemic issues influencing equity; analysis and management practices as applied to the evaluation of diversity, racial equity, and inclusion; pertinent federal, state, and local laws, programs and practices related to anti-discrimination, equity, equal opportunity, diversity and inclusion; change management principles and practices; policy analysis and development techniques, and methods of formulating and advocating for public policies; effective interpersonal and group communication techniques; principles and practices of community engagement, outreach and inclusion; theories, principles and practices of effective management and strategic planning process and techniques; principles and practices of organization, administration, fiscal planning, and personnel management.

Skills and Abilities: practice professionalism, tact, collaboration and diplomacy; demonstrate effective interpersonal skills; demonstrate cultural awareness and competency; use sound judgment; develop strong working relationships; understand political acumen; use effective written and verbal skills; write effective reports and give verbal recommendations and presentations; effectively engage the public; conduct organizational and strategic planning, and develop and execute implementation plans; conduct analysis and effectively problem solve; interpret and apply policies, procedures, laws, and regulations; advise and recommend policy and program changes; supervise, train, and evaluate the work of subordinates; use general management skills.

Minimum Qualifications

Any combination of education, training, and experience which would likely provide for possession of the stated knowledge, skills, and abilities. Normally, this would include a Bachelor's degree from an accredited college or university in ethnic studies, sociology, psychology, public administration, organizational psychology, human resources, or a closely related field; and, at least three years of professional level experience providing guidance and program development related to equity, civil rights, or social justice programs which focus in part on equity, diversity and inclusion.

Experience working with public entities, and experience in the development and execution of strategic equity related initiatives in a large, complex organizational environment is highly desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.