

Town of Nantucket Job Description: Diversity, Equity & Inclusion Director

Position Title:	Diversity, Equity & Inclusion Director	Grade Level:	Non-Union
Department:	Town Administration	Date:	7/1/2020
Reports to:	Town Manager	FLSA Status:	Exempt

STATEMENT OF DUTIES: The DEI Director is responsible for leading the development, implementation and monitoring of training and awareness programs, strategic plans, and initiatives that promote diversity, equity and inclusion within the Town workforce and externally with related committees/boards. The DEI Director will participate in internal employment diversity matters and policy review, collaborate with Culture & Tourism on cultural events, act as the liaison to staff advisory groups related to DEI, and partner with the Town public outreach coordinator for outreach on DEI initiatives. The DEI Director will serve as the Town's liaison to the community relating to community programs, forums and initiatives.

SUPERVISION REQUIRED: Works under the supervision of the Town Manager or his/her designee. Performs a variety of duties requiring the exercise of independent and objective judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner. Consults with the Town Manager or designee where clarification, interpretation, or exemption to organizational policies may be required.

SUPERVISORY RESPONSIBILITY: Supervisory responsibilities include training, scheduling, disciplinary actions, payroll, budget oversight, and performance evaluations of direct reports.

CONFIDENTIALITY: Has regular access to confidential information such as personnel files, HIPAA records, payroll data, collective bargaining documents, executive session strategies, and legal matters that are obtained during performance of essential position responsibilities and in accordance with the State Public Records Law.

ACCOUNTABILITY: Consequences of error, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, poor employee morale and monetary loss to the Town.

JUDGEMENT: The employee is required to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determine actions to be taken within the limits of standard or accepted practices. Independent judgment is needed to facilitate exceptional customer service with the general public and employees while maintaining confidentiality.

COMPLEXITY: The work consists of the practical application of a variety of concepts, theories, practices and principles relating to the field of diversity, equity and inclusion. Assignments typically involve investigation and interpretation of conflict resolution, assessing services, programs and policies, recommending strategies, studying industry trends, maintaining policies, and evaluating compliance with established policies or contracts. Prepares reports and presentations as requested

WORK ENVIRONMENT: The employee works under standard office practices and conditions. Interruptions are frequent. The work day may frequently be greater than eight (8) hours. The standard workweek shall be 40 paid hours per week (Monday – Friday). Daily schedule may vary to accommodate department operations. Work outside of the standard workweek and outside of the typical daily schedule may be necessary to accommodate emergency or other atypical situations.

NATURE AND PURPOSE OF PUBLIC CONTACT: Relationships with co-workers and the public may involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating or other problems. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

OCCUPATIONAL RISK: The essential duties of the position present minimal potential for personal injury. Occupational risk exposure is similar to that found in a standard office environment.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- In collaboration with the HR Director, develop employment policies and programs, including but not limited to the Equal Employment Opportunity Program/Affirmative Action Plan to attract, retain and promote a diverse work force for the organization;
- Assist with employment discrimination and harassment investigations in collaboration with the HR Director;
- At the direction of the Town Manager or designee, respond to public concerns related to DEI and act as a neutral, independent investigator to conduct prompt, thorough, unbiased investigations of reported incidents by interviewing all parties and relevant witnesses and by identifying and gathering other information and documents relevant to the resolution of the complaint;
- Design, implement, assess and gain support for diversity and inclusion efforts Town-wide, with particular focus on staff development and retention of the minority workforce;
- Develop training to educate employees and managers on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting the organization's strategic plans and initiatives;
- Review Town's employee training practices, protocols and procedures so as to encourage and develop ways in which to mandate DEI if not in conflict with applicable personnel-related laws, rules or regulations;
- Develop metrics for measuring the effectiveness of diversity initiatives implemented and prepare reports to senior management on the value of the initiatives;
- Acts as an Town employee advocate for and presents the needs of employees of ethnic minorities, LGBTQ+ community, and those affected by age or disability.
- Prepare and submit required AAP/EEO statistical reports;
- Responsible for collecting, analyzing and reporting the Town's employee diversity data;

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- Stays abreast of current knowledge and materials related to laws, rules, regulations, and best practices for advancing EEO/Diversity and translates such information into practice or policy updates and/or recommendations;
- Serve as the Staff Liaison to the Town's related DEI committees/boards/commissions as assigned;
- Supports Health and Human Services Department to collaborate with community boards, groups, non-profits, schools, councils, business organization, etc. to raise awareness and promote DEI initiatives;
- Support the Culture & Tourism Department with the coordination of special cultural events related to DEI;
- Partner with the Public Outreach Coordinator for outreach on DEI initiatives;
- Performs related duties as may be required or assigned.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Bachelor's degree in business, employment law, human resources management, social work, organizational behavior or related field required with three or more years of related experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the position. Master's degree in above related subjects preferred. Demonstrated experience with diversity topics, including but not limited to: assessments, strategy development, policies, hiring practices, educational programs (including unconscious bias), scorecard development and tracking preferred.

SPECIAL REQUIREMENTS: Valid Class D Motor Vehicle Driver's License recommended. Mediation training within one year.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge: Thorough knowledge of relevant municipal local, state and federal personnel laws, practices and regulation pertaining to municipal employees and union contracts; knowledge of Town department operations and services; proficiency in the procedures regarding classification and compensation structures; understanding of various Federal rules and regulations including civil rights and A.D.A.

Ability: Ability to supervise employees, develop policies, implement and monitor effectiveness of a wide range of personnel services and policies; ability to work effectively with confidential, sensitive information; capacity to communicate effectively with the public and employees; aptitude to mediate employee conflicts and impartially enforce personnel rules and regulations.

Skills: Proficiency in written and oral communication; advanced Word, Excel, Outlook, PowerPoint and standard office software; proficient customer service and interview skills.

PHYSICAL REQUIREMENTS:

PHYSICAL DEMANDS: Minimal physical demands are required to perform the essential functions of the position. The employee may be required to lift, push or pull office equipment or

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pick up objects weighing thirty (30) pounds or less.

MOTOR SKILLS: Duties require the employee to utilize basic manual dexterity for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment.

VISUAL DEMANDS: The employee is frequently required to read documents and reports for understanding and routinely for analytical purposes. The employee may be required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____