



## KALAMAZOO COUNTY GOVERNMENT Position Description

**Position #:** 10968 **Department:** Administration  
**Position Title:** Diversity, Equity & Inclusion Director **Last Updated:** 04/29/2021  
**Last Hay Review Date:** 5/12/2021

### **POSITION PURPOSE – MUST be 4-5 sentences at most**

This position implements the Diversity, Equity and Inclusion (DEI) Strategic Work Plan, develops and manages comprehensive agency-wide DEI programming, and provides guidance to leadership and employees at every level of the organization. This position will provide training, technical expertise, coordination and guidance for DEI committees and teams in order to build efficacy and cultural competency across Kalamazoo County Government.

### **REPORTING RELATIONSHIP**

This position reports to the County Administrator, who reports to the County Board of Commissioners.

### **WORKING CONDITIONS/HOURS – As much detail about working conditions & hours worked as possible**

Work is performed in a typical office environment and will have regular interaction with senior leadership and employees at every level of the organization. The position primarily works during standard business hours Monday through Friday. Some travel and evening hours are expected to attend meetings. Regular attendance is required.

### **ESSENTIAL FUNCTIONS (Duties) – MUST be 10 or less**

1. In conjunction with the Department Heads/Court Administrators/Elected Officials, cultivate a welcoming, diverse, and inclusive culture throughout the County's internal and external community.
2. Provide strategic vision to Department Heads/Court Administrators/Elected Officials and their staff on diversity-related issues. Consult with Department Heads/Court Administrators/Elected Officials.
3. Assist Department Heads/Court Administrators/Elected Officials with the development and enhancement of policies, procedures, and programs related to DEI.
4. Design and collect quantitative and qualitative DEI data collection and analysis to regularly gauge the DEI efforts within Kalamazoo County Government, and those we serve.
5. Attend Committee meetings, Advisory Board meetings, and other applicable committees to assist with ensuring that the function and business of each Committee are accomplished through an equity lens.
6. Develop, implement and facilitate Employee Resource Groups and Community Stakeholder Groups. Advocate and provide strategic guidance to the groups, and serve as a liaison to Department Heads/Court Administrators/Elected Officials.
7. Research and coordinate employee training events regarding implicit bias, diversity in the workplace, and other pertinent DEI topics.

8. Research and present recommendations to Department Heads/Court Administrators/Elected Officials regarding DEI best practices to facilitate the integration of DEI into all aspects of Kalamazoo County Government.
9. Develop and recommend long-term diversity, equity, and inclusion infrastructure needs internally and externally.
10. Other duties as assigned.

**The above are the essential functions of this position.**

It is expected that the employee can perform these functions on a regular and re-occurring basis.

NOTE: This is not an all-inclusive list of the total scope of duties to be performed.

### **MINIMUM QUALIFICATIONS & EXPERIENCE**

**Education:** A minimum of a Bachelor's Degree in Social Science field such as Social Work, Diversity and Inclusion, Education or similar preparation in group development, adult learning, and training design; or military equivalency.

**Experience:**

At least 5 years of progressively responsible experience developing, organizing and leading a DEI initiative. Governmental experience preferred.

Must demonstrate that they have experience in the following areas:

- Knowledge of Federal, State and local civil rights laws; principles of equal opportunity; fair housing laws and community resources and the knowledge to make recommendations concerning the County's DEI work.
- Skill in analyzing, trending, and researching information and data, drafting reports and other documents; maintaining records and files; and skill in using a personal computer and software to perform functions such as word processing, excel, access, and PowerPoint, etc.
- Comprehensive knowledge and understanding of DEI and organizational development best practices;
- Proven experience with analyzing organizational structures to enhance and foster DEI strategies at all levels of an organization;
- Professional experience in DEI strategies, training adult learners in a workplace setting, and working effectively across differences;
- Demonstrated success in group development and change management;
- Significant mediation and conflict resolution skills to reframe issues, reduce tensions within work groups, and intervene when conflicts arise;
- Excellent written and oral communication skills;
- Collaboration, facilitation and interviewing skills for needs assessment, cooperation with other professionals and a variety of work groups;

- Established intercultural awareness and skills sufficient to enable collaboration with diverse groups within the workforce or with external partners;
- Experience and judgment sufficient to make prompt decisions when issues need to be escalated or referred, and to whom; and
- Proven ability to coach and train others.

**REQUIRED PRE-HIRE CHECKS – Check all that apply**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Post Offer Drug Screen               | <input type="checkbox"/> Driving Record  | <input type="checkbox"/> TSA/Fingerprinting |
| <input type="checkbox"/> License/Certification                | <input type="checkbox"/> Transcript  |   |
| <input checked="" type="checkbox"/> Criminal Background Check | <input type="checkbox"/> Law Enforcement Information Network (LEIN) Fingerprinting |   |

**REQUIRED POST-HIRE TRAININGS – Check all that apply**

- |  |   |
|--|---|
| <input type="checkbox"/> Post Offer Physical – Regular       | <input type="checkbox"/> Annual Physical  |
| <input type="checkbox"/> Post Offer Physical – DOT           | <input type="checkbox"/> HIPAA – Provider Training                                      |
| <input checked="" type="checkbox"/> New Employee Orientation | <input type="checkbox"/> HIPAA – Health Insurance Privacy Training                      |
| <input type="checkbox"/> Bloodborne Pathogen Training        | <input checked="" type="checkbox"/> Anti-Harassment Video Training                      |
| <input type="checkbox"/> Credit Card Training                | <input type="checkbox"/> Employee Evaluation & Discipline Training                      |
| <input type="checkbox"/> Credit Card Security Training       | <input type="checkbox"/> Employment Law for Supervisors                                 |
| <input type="checkbox"/> FMLA/ADA Training                   | <input type="checkbox"/> Employee Medical Information Privacy Training                  |
| <input type="checkbox"/> Payroll Process Training            | <input checked="" type="checkbox"/> Discrimination & Harassment Free Workplace Training |

**THIS POSITION IS AT WILL**



## KALAMAZOO COUNTY GOVERNMENT Position Description Questionnaire

The purpose of this document is to provide additional quantitative data, identify challenges of the position, and include a more detailed description of the principal accountabilities and their corresponding authority level in order to assist the Hay Consultant in making a well-informed decision on the classification assigned to this position.

**Position #:** 10968 **Department:** Administration  
**Position Title:** Diversity, Equity & Inclusion Director **Reports To:** County Administrator/Controller

### QUANTITATIVE INFORMATION:

**Total number of personnel supervised: 0**

- Directly: 0**
- Indirectly: 0**

**Gross annual payroll of subordinate personnel: 0**

**Other dollar measures:**

**Describe:**

**Other unit quantitative data:**

### PRINCIPLE CHALLENGES:

**A. Typical Problems:**

Creating a common DEI vision for Kalamazoo County Government and its stakeholders.

**B. Most-Complex Problems:**

Gaining consensus and buy-in from the Elected Officials and Courts

**C. Long-Range Challenges:**

Ensuring that DEI is a component of all the work of Kalamazoo County Government.

**ACCOUNTABILITIES AND MEASURES:**

- In the first column (What Do You Do?), enter Principal Accountabilities as listed on the Position Description.
- In the second column (How Do You Do It?), enter a brief summary of the methods of how they accomplish the principal accountabilities in column 1.
- In the third column (Why Do You Do It?), enter the ways their accountabilities are measured.
- In the fourth column (Authority Level), use the following key; A = Complete Authority, B = Act Then Report, C = Act After Approval.

	<b>1. What Do You Do? (Essential Functions from Position Description)</b>	<b>2. How Do You Do It? (Methods)</b>	<b>3. Why Do You Do It? (Outcomes)</b>	<b>4. Authority Level</b>
1	In conjunction with the Department Heads/Court Administrators/Elected Officials, cultivate a welcoming, diverse, and inclusive culture throughout the County’s internal and external community.	Education initiatives. Communicate DEI goals throughout the organization. Obtain employee feedback.	To foster creativity and inclusiveness throughout our organization while representing the community we serve.	B
2	Provide strategic vision to Department Heads/Court Administrators/Elected Officials and their staff on diversity-related issues. Consult with Department Heads/Court Administrators/Elected Officials.	Develop specific DEI goals, objectives, and strategies to measure diversity, equity, and inclusion efforts and drive positive change in all aspects of Kalamazoo County Government.	Provides long-term direction for the County’s DEI initiative.	C
3	Assist Department Heads/Court Administrators/Elected Officials with the development and enhancement of policies, procedures, and programs related to DEI.	Research and recommend DEI best practices related to policies, procedures, and programs.	To ensure that policies and procedures reflect the vision of the DEI initiative.	B
4	Design and collect quantitative and qualitative DEI data collection and analysis to regularly gauge the DEI efforts within Kalamazoo County Government, and those we serve.	Develops metrics for measuring the effectiveness of organizational DEI initiatives.	To measure effectiveness of DEI initiatives.	A

	<b>1. What Do You Do? (Essential Functions from Position Description)</b>	<b>2. How Do You Do It? (Methods)</b>	<b>3. Why Do You Do It? (Outcomes)</b>	<b>4. Authority Level</b>
5	Attend Committee meetings, Advisory Board meetings, and other applicable committees to assist with ensuring that the function and business of each Committee are accomplished through an equity lens.	Provide guidance and information regarding the importance of DEI in their work.	To ensure a common vision of DEI throughout our entire organization.	A
6	Develop, implement and facilitate Employee Resource Groups and Community Stakeholder Groups. Advocate and provide strategic guidance to the groups, and serve as a liaison to Department Heads/Court Administrators/Elected Officials.	Define each ERG. Find an ERG champion. Recruit ERG members. Establish a regular schedule for each ERG. Track and measure outcomes from each ERG.	Builds camaraderie around shared identities and values. Gives employees opportunities to be heard and valued by their peers and leadership.	A
7	Research and coordinate employee training events regarding implicit bias, diversity in the workplace, and other pertinent DEI topics.	# of DEI training events held. # of employees attending each event. Satisfaction rate of each training event.	Reduce the risk of workplace discrimination and harassment claims. Promotes diversity and educates employees on what diversity and inclusive thinking means in their day-to-day interactions with co-workers and the residents we serve.	A
8	Research and present recommendations to Department Heads/Court Administrators/Elected Officials regarding DEI best practices to facilitate the integration of DEI into all aspects of Kalamazoo County Government.	Identify best practices for integrating DEI within an organization. Define the metrics to be used. Evaluate progress and refine accordingly.	To ensure that the County utilizes DEI methods and techniques that have been proven to produce the desired outcomes.	C
9	Develop and recommend long-term diversity, equity, and inclusion infrastructure needs internally and externally.	Research and recommend DEI best practices related to all aspects of Kalamazoo County Government.	To develop a broad view of the important outcomes hoped to be achieved throughout our organization.	B
10	Other duties as assigned.			C

**ADDITIONAL INFORMATION:**

# Administrative Services Org Chart – May 2021

