

Job Title: Diversity and Inclusion Officer

Job Grade Level: 11

Career Track: None

Job EEO Code: 11

Agency/Department: Legislative Coordinating
Commission (LCC)

Date: February xx, 2021

Reporting to: LCC Executive Director

Primary Objective: To provide nonpartisan strategic direction and coordination of diversity and inclusion efforts across the Minnesota Legislature. These efforts include the development of strategies resulting in a supportive and inclusive work environment.

The primary objectives of the position are accomplished under the general supervision of the executive director of the Legislative Coordinating Commission (LCC) and in partnership with the Human Resource directors of the House of Representatives and Minnesota Senate. The position also receives direction from the chair and vice chair of the LCC.

Responsibilities & Tasks:

1. Develop a comprehensive strategic plan that includes both short and long-term goals, timelines, metrics, and resources necessary to ensure the practices, policies, and procedures of the legislature support diversity, equity, and inclusion. *
2. Identify data that can be used to evaluate overall legislative efforts and individual legislative staff contributions to diversity, equity, and inclusion goals.
3. Lead the planning, scheduling, identification of expertise, and delivery of training to legislative members and staff that is focused on developing cultural competence and supports diversity, equity, and inclusion. *
4. Develop and facilitate training, education, and/or coaching for members, supervisors and department directors on hiring practices, recruitment and retention efforts, and initiatives that support a diverse and inclusive workplace. *
5. Create relationships with public, private, and community-based organizations, resources to be used in during the hiring process, and retention initiatives that support supervisors and directors in their efforts to recruit and retain a diverse workforce in nonpartisan and partisan offices.

6. Evaluate current employment programs and develop strategies to increase and create career opportunities for diverse staff.
7. Recommend policy, procedures, and structural improvements that remove barriers to the recruitment and retention of a diverse workforce, including the review of employee benefits. *
8. Support efforts to cultivate and promote an inclusive work environment that encourages and supports diversity, equity, and inclusion.
9. Develop a method to support the continued development of expertise and stay up-to-date on best practices related to diversity, equity, and inclusion. *

Budget Responsibility:

Oversees a professional development budget of approximately \$25,000 annually to support training of members and staff.

Supervisor Responsibility:

The Officer does not directly supervise any staff; however, works collaboratively with human resources, supervisors, and directors within the House, Senate, and Joint Offices and Commissions on supervisory practices necessary to support a diverse and inclusive workplace.

Scope of Relationships:

1. Extensive contact with human resources staff in the House of Representative, Minnesota Senate, and Joint Office and Commissions.
2. Extensive contact with supervisors and directors of nonpartisan and partisan offices.
3. Extensive contact with diversity and inclusion specialists/officers in public, private, and nonprofit entities.
4. Contact with legislators, including the:
 - a. Chair, vice-chair and members of the Legislative Coordinating Commission
 - b. Members involved in the hiring, supervision, and evaluation of staff

Working Conditions/Physical Demands:

Ability to balance legislative demands/priorities and support those under stress with the priorities of the work of the Officer.

Minimum Qualifications:

1. Education. Bachelor of Arts or Bachelor of Science Degree; and
2. Experience.
 - a. Three to five years leading the implementation of diversity and inclusion strategies in a work environment

3. Knowledge, skills, and abilities assessed during the selection process
 - a. Development and delivery of training curriculum on diversity, equity, and inclusion
 - b. Excellent written and oral communication skills that can be used to foster the development of policies, procedures, and practices
 - c. Familiarity with human resources practices sufficient to recruit, retain, and evaluate staff
 - d. Ability to build relationships and work effectively across multiple offices as demonstrated through past collaborative efforts
 - e. Ability to perform this role in a non-partisan manner
 - f. Ability to maintain discretion and confidentiality in response to individual requests from legislators or legislative staff and personnel issues
 - g. Ability to speak or present in a public setting such as before legislative committees or other formal public meetings
 - h. Ability to work collaboratively and deal with staff, colleagues, members and third parties with diplomacy and tact to resolve conflict

Desired Qualifications:

1. Advanced degree
2. Experience working in a legislative or legislative-type (e.g., city council, county board, state government) environment
3. Three years with experience recruiting, hiring, or evaluating staff

*Represents duties that are essential under the Americans with Disabilities Act.