



# City of Tempe

## DIVERSITY, EQUITY & INCLUSION PROGRAM COORDINATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	591	<i>Department / Office:</i>	Diversity, Equity & Innovation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general direction from the Chief Diversity Officer.

May provide functional and technical direction to professional and support staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in diversity, equity, and inclusion related public events and programming or a directly related field.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in public administration, organizational/workforce development, or degree related to the core functions of this position.
<i>License/Certification:</i>	Possession of a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support the City's mission of promoting equity, diversity and inclusion. At the direction of the Chief Diversity Officer, the incumbent in this position is responsible for maintaining, developing and/or executing equity programs and initiatives which support the City's workforce. The Diversity, Equity, Inclusion (DEI) Program Coordinator actively promotes an inclusive and equitable work environment by acting as a resource for City management and staff in the areas of equity, diversity and inclusion.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Researches, develops, recommends, and implements data driven strategies to foster the City's equity and inclusion goals across the organization; develops and/or implements learning to aid in providing the workforce and supervisors, as well as new employees, with the tools to advance DEI goals of the City, and build communication strategies to promote and reinforce participation in learning and organizational development.
- Collaborates with Chief Diversity Officer to address and resolve a wide variety of workforce inclusion issues and concerns; make recommendations and write reports outlining potential solution.
- Provide support and outreach to city departments and affinity groups to promote or support cultural programming and/or inclusion in the City of Tempe.
- Cultivate mutually beneficial relationships within the community, as well as across departments and groups, to benefit the goal of belonging, inclusion, equity, and social justice.
- Provide program support to area of assignment, such as for the Human Relations Commission, Mayor's Committee on Disability Concerns; Tardeada Advisory Board, and departmental committees, as required.
- Assist with the development and coordination of special events, workshops, and related printed materials, as requested by management and elected officials to promote the City of Tempe; collaboratively plan and coordinate implementation of cultural and intellectual diversity events and programs, educational displays, workshops, and social programs with City and community stakeholders.
- Assist in the development of relevant policies and procedures and their implementation.
- Assist in the preparation and administration of the detailed department budget and monitoring.
- Performs other duties as assigned.

### **When assigned ADA Coordinator responsibilities:**

- Serves as the principal planning coordinator for City programs, policies, and procedures relating to ADA compliance and the promotion of opportunities for persons with disabilities.
- Ensures that appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from City employees, contractors, and vendors, as well as residents regarding compliance, within City maintained spaces, or places of public accommodations with the ADA and other applicable federal and state laws regarding discrimination based on disability.
- Respond to, investigate, and resolve complaints, as well as makes recommendations in response to allegations of discrimination and non-compliance under the ADA and other applicable federal and state laws regarding discrimination on the basis of disability from employees, contractors, and vendors, as well as residents.
- Maintains current information regarding state and federal laws and regulations as well as the best practices of other municipalities and private employers concerning: the rights of persons

with disabilities and ways of providing reasonable accommodations to persons with disabilities while maintaining program performance standards.

- Develops, facilitates, or contracts services to provide learning opportunities for ADA coordinators on various elements of the Americans with Disabilities Act.
- Manage the progression of the City of Tempe ADA Transition Plan per the Americans with Disabilities Act.
- Assess and assist with prioritization of accessibility opportunities in public facilities, including the development and review of City design standards and procedures; and monitors City projects progress as needed.
- Assures the adequate existence of resources for and contracts with agencies that provide American Sign Language Interpreting, Braille, and other accommodation services as needed.
- Designs, facilitates, and or coordinates periodic disability inclusion and ADA compliance related training to all departments, agency employees, and subcontractors.
- Acts as a liaison to other departments, the public, the state and national coalitions, outside agencies, organizations, and companies regarding disability related issues and concerns.

**When assigned Cultural Programs & Public Education Coordinator responsibilities:**

- Provide support and outreach to organizations promoting cultural programming and inclusion in the City of Tempe.
- Identify and maintain a strong working relationship with the DEI practitioners and cultural programmers in the community (i.e., Tardeada Advisory Board, Interfaith Groups, Historical Advocacy Organizations, Advisory, Human Rights Campaign, One N 10, One Community, East Valley Cities DEI practitioners, etc).
- Collaborate with City and community stakeholders to plan and coordinate implementation of culture, cultural, and intellectual diversity events and programs, educational displays, workshops, and social programs.
- Develop, sustain, or support, the integration of DEI programs for the public such as, but not limited to, the Equal Pay Initiative, BIPOC Procurement, Autism Certified City, Dementia Friendly, Golden Rule City, etc.
- Coordinate media strategies related to communicating the activities, value, and diversity of cultural offerings in the community, including but not limited to promotions, marketing and publications, social media, website marketing, newsletters, e-blasts, etc.
- Develop and oversee all aspects of the Unity Grant offered to the Tempe School Districts to promote diversity, inclusion, belonging, equity, and/or social justice. These efforts include outreach, media promotion, and reporting.
- Develop and oversee an employee volunteer program to support the programming efforts of city affinity groups and the Human Relations Commission and the Committee on Disability Issues, historical celebrations, and community partners. This includes: the identification of volunteer opportunities; maintaining a volunteer database; ensuring the adequate training of volunteers; on-going recruitment of volunteers; and ensuring the smooth integration of volunteers into DEI sponsored or co-sponsored volunteer events, programs, and activities.

**When assigned Education & Development Coordinator responsibilities:**

- Researches, develops, recommends, and executes strategies to foster the City’s equity and inclusion goals within the workforce; develops and/or implements learning to aid in providing the workforce and supervisors, as well as new employees, with the tools to advance the DEI goals of the City, and build communication strategies to promote and reinforce participation in learning and organizational development.
- Acts as resource to workforce, research base and best practices, for issues surrounding equity, diversity, inclusion, implicit bias, as well as institutional and systemic racism, especially as they apply to curriculum and program development, training, and HR policies.
- Collects and analyzes statistical data to evaluate the City’s workforce in accordance with diversity goals; partners with HR to draft and recommend recruiting and hiring strategies to attract employees from diverse backgrounds; partners with supervisory and human resource staff in developing objective performance measures and other employee evaluations and policies which promote organizational change through equity and diversity (i.e., Annual Municipal Equality Index (MEI) Report).
- Create and guides efforts in educational, cultural, social, identify development and leadership development programs. Presents on or facilitates workshops on identity development, inclusion, equity, and other diversity related topics.
- Serves with Chief Diversity Officer as a resource and safe haven for employees for issues relating to diversity; participates in the investigation and resolution of internal and external harassment and discrimination complaints.
- Serves as back-up staff liaison for the Human Relations Commission and Mayor’s Committee on Disability Concerns.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe’s competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective September 2021*

*Revised March 2023 (revised job title, added areas of assignment, additional certifications)*

*Revised June 2023 (revised job duties)*

*Revised September 2024 (revised education, experience & license/certification requirements)*