



# City of Tempe

## CHIEF DIVERSITY OFFICER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	350	<i>Department / Office:</i>	Diversity, Equity & Innovation
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	HR Director
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	No

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

**\*\*This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice**

### REPORTING RELATIONSHIPS

Receives administrative direction from the City Manager.

Exercises direct supervision over the ADA Compliance Specialist.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of program management experience; three (3) of which should include experience developing, implementing and managing diversity, equity and inclusion goals, objectives and initiatives for an organization. Experience consulting, training, facilitation, and/or conducting community outreach is preferred.
<i>Education:</i>	Bachelor’s degree from an accredited college or university with major course work in public administration, public policy, psychology, sociology, ethnic studies or a degree related to the core functions of this position. A master's degree is preferred.
<i>License / Certification:</i>	Professional certification in Diversity, Equity, and Inclusion or similar is preferred.

### 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 and uphold the city’s stated mission and values. To work through and with Department Managers to establish and maintain a receptive, supportive environment that encourages and promotes diversity, equity and inclusion (DEI) at all levels throughout the city; to assist city management to shape, define and realize the organizational aspirations, mission and culture; serve as a visible leadership presence to encourage, develop and support DEI driven leadership to city customers

and staff; to evaluate proposed actions for potential positive benefits and unforeseen consequences to the city and its citizens; to participate in complex and sensitive discussions for the City Manager; to facilitate and coordinate projects, activities and goals related to DEI initiatives with other city departments and to provide highly responsible and complex administrative support related to DEI initiatives to the City Manager.

## 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.

- Support and advance the city's equity, inclusion and diversity efforts.
- Research, develop, recommend, and execute strategies to promote the city's diversity, equity, and inclusion (DEI) objectives throughout the organization and the community, while supporting the city's strategic priorities and organizational values.
- Provide visionary, innovative leadership to Department Directors and city staff that reflects and supports the city's organizational culture, mission and DEI objectives; assist city management to shape, define and realize goals and objectives around DEI.
- Serve as a resource and support for employee groups working to develop city-wide diversity and inclusion strategies, programs, and plans. Provide oversight to boards, commissions, and/or community groups whose focus is on diversity and inclusion.
- Review current practices and policies and make recommendations for improvement to address and/or enhance DEI efforts. Partner with Human Resources to design and implement recruiting and hiring strategies to attract and retain employees from diverse backgrounds.
- Identify, track and analyze key DEI metrics, including measuring progress, impact and program effectiveness. Work with Employee Development to develop, implement and deliver diversity training and evaluate their organizational impact and progress.
- Build community partnerships to achieve diversity goals and encourage citizen participation; create and/or assist with special events related to diversity; work closely with community leaders and citizens in developing community related programs; coordinate activities with those of other departments, outside agencies or organizations.
- Work with community groups to share experiences, raise awareness and promote understanding; consistently engages with underserved and marginalized populations within the city to address inequity and create positive transformation. Assist with outreach efforts to provide more diverse representation on all citizen advisory boards.
- Participate in the investigation and resolution of sensitive internal and external complaints of harassment and/or discrimination. Collaborate to achieve efficient and responsive problem solving and/or compliance resolution in difficult or controversial situations and arrange meetings between community representatives and City staff and/or elected officials, as necessary.
- Prepares and monitors diversity office budget and/or special project budgets; analyze and prepare recommendations on budget requests; monitor appropriate budget accounts.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide pro-active performance planning utilizing performance management tools.

- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective March 2022*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Chief Diversity Officer**

**Job Code: 350**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Working in or around water	X			
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit				X
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl		X
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- May work at all-day special events that are outdoors.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**