

Department: Legal  
FLSA: Exempt  
Classified: Pay Plan  
Salary Range: Grade 6  
Reports to: Dir of Legal Affairs

Adopted: March 25, 2021

City of Stamford

Diversity, Equity and Inclusion Officer

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Director of Legal Affairs, the Diversity, Equity and Inclusion Officer (DEI Officer) will provide direction, support and communication in the areas of equity, diversity, inclusion and related compliance matters for all City related functions and activities. This includes directing the execution of the City's diversity agenda in the areas of community engagement, procurement, recruitment, hiring and retention, leadership and career development. The DEI Officer will serve as the City's Affirmative Action Officer. The DEI Officer will develop policies to attract, retain and promote a diverse workforce. The DEI Officer will assist with creating best practices to enhance workplace engagement and assist in identifying and developing high-potential talent. Under the general direction of the Mayor, performs the duties of the Disadvantaged Business Enterprise Program (DBE Program) Liaison Officer, implementing all aspects of the DBE Program and ensuring that the City complies with all provisions of 49 CFR Part 26.

EXAMPLES OF WORK (Illustrative Only)

- Take a lead role in facilitating the development of strategies, policies and guidelines to advance understanding of equity and diversity issues across the workforce and community.
- Researches, develops, recommends, and executes creative strategies to foster the organization's diversity goals.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the company's diversity goals.
- Collects and analyzes statistical data to evaluate the company's population in accordance with diversity standards and goals.
- Partners with Human Resources to develop and implement recruiting and hiring strategies to attract employees from diverse backgrounds.
- Participates in recruiting efforts for City positions.
- Develops and/or acquires training and development to aid diversity and retention initiatives.
- Provides guidance to supervisory and human resources staff in developing objective performance and other employee evaluations and policies.
- Acts as City liaison with government agencies concerning affirmative action and equal employment opportunities.

- Represents the City in the community as a partner committed to equity, diversity and inclusion with the local business community, community groups, federal, state and local agencies.
- Maintains knowledge of diversity-related issues, legislation, and best practices.
- Provides training and policy updates to colleagues, ensuring legal compliance of management and human resources staff.
- Participates with human resources and legal in the investigation of human rights and discrimination complaints filed against the City.
- Compiles and files EEO reports as required by federal and state agencies.
- Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of federal, state, and local equal employment opportunity laws and regulations.
- Thorough knowledge of Diversity, Equity and Inclusion best practices, concepts and programs.
- Strong interpersonal skills; able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies.
- Excellent organizational skills and attention to detail.
- Excellent analytical skills with the ability to use data to inform strategy and program development.
- Demonstrates cultural competency and sensitivity to work with diverse constituencies of various backgrounds (ethnic, racial, cultural, economic, educational etc.)
- Ability to work independently and as a team leader.
- Ability to work in a fast-paced environment, manage time and meet deadlines.
- Ability to exercise discretion and maintain confidentiality.
- Excellent verbal and written communication skills including proven dispute resolution skills.
- Knowledge of investigatory practices and report writing.
- Proficient with Microsoft Office Suite or related software.

#### MINIMUM TRAINING & EXPERIENCE REQUIRED

Bachelor's degree in Human Resources or related field with a minimum of seven-years of recent Human Resources or related experience with at least three years specializing in equal employment opportunity, affirmative action, and diversity programs. A Master's Degree in a related field may substitute for two years of the Human Resources experience.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
<b>Physical Demands:</b>					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision				X
Sitting			X		Driving		X		
Lifting		X			<b>Physical Strength:</b>				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion		X			Exposure to Dampness	X			
Hand/Eye/Foot Coordination		X			Confinement to a Small/Restricting Area	X			
Visual Acuity/Near		X			Mechanical Hazards	X			
Visual Acuity/Far		X			Physical Danger		X		

The above statements describe the general nature and level of work performed by the employee assigned to this position. They are not an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Stamford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

*This job description is not inclusive of all job functions and reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.*