

## **CHIEF DIVERSITY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Ulster County Executive, an employee in this class is responsible for leading the development and implementation of Ulster County's diversity and inclusion initiatives. This position will perform professional level duties designed to improve diversity-cognitive and identity in the County hiring and personnel practices as well as to identify, evaluate and make recommendations to improve teams utilized for certain job classifications. The work is performed according to general policies established by the County with wide leeway allowed to the employee in the scheduling and performance of the work. Supervision is not generally a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops and implements the County's Diversity and Inclusion policy and goals;

Makes recommendations to department heads regarding inclusion programs for the workforce;

Conducts various community presentations in all areas of Ulster County;

Conducts and attends conferences, workshops and seminars concerned with issues of the Diverse workforce;

Provides referral services for the diverse population seeking employment with Ulster County;

Conducts research concerning diverse populations and develops proposals and alternative approaches for meeting needs as it relates to Civil Service;

Prepares and distributes reports, press releases and related materials;

Fosters governmental ties with the local community to enhance diversity efforts;

Participates in community, regional and statewide equity collaborations;

Researches and manages the application preparation for grant applications to ensure adequacy and timeliness;

Develops and/or searches out the best available training opportunities for county department heads, management and employees;

Develops and maintains a system for reporting on the progress of the County's diversity and inclusion initiatives;

May organize community groups for civil service instruction;

May assist in County recruitment practices and outreach.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of concepts, national trends and current issues related to diversity, inclusion and equity; good knowledge of the Equal Employment Opportunity Act; good knowledge of the practices and procedures of public administration, especially as they relate to county government in New York State; working knowledge of the New York State Civil Service law dealing with the recruitment, testing and hiring process; ability to instruct employees in community issues and Diversity and Inclusion; ability to understand and interpret complex written material; ability to prepare narrative and statistical reports; initiative to establish effective working relationships with the public and with employees at all levels of county government; competency to develop and maintain a record keeping system; good judgment; initiative; tact; courtesy.

**MINIMUM QUALIFICATIONS:**

Possession of a Master's Degree in sociology, education, public administration, ethnic studies, communication or a closely related field and three (3) years of full-time paid, or its part-time equivalent, progressively responsible administrative and management experience; **OR**

Possession of a Bachelor's Degree in sociology, education, public administration, ethnic studies, communication or a closely related field and four (4) years of full-time paid, or its part-time equivalent, progressively responsible administrative and management experience; **OR**

Possession of an Associate's Degree in sociology, education, public administration, ethnic studies, communication or a closely related field and six (6) years of full-time paid, or its part-time equivalent, progressively responsible administrative and management experience; **OR**

D. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of full-time paid, or its part-time equivalent, progressively responsible administrative and management experience; **OR**

An equivalent combination of training and experience as described in A, B, C and D above.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY  
1187 CH DIV OFF  
Classification: Non-Competitive  
NUMGT

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