

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Equity and Social Justice Division Manager

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Norman Davis, Civil Rights Director

Work Phone: 266-4910

5. Department, Division & Section:

Civil Rights

6. Work Address:

210 Martin Luther King Jr. Blvd #523

7. Hours/Week: 38.75

Start time: 8:00am End time: 4:30pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Purpose:

This position serves as the leader for the Equity unit in the Department of Civil Rights, which ensures City of Madison policies, practices, and procedures align with the City of Madison's values relating to Racial Equity and Social Justice.

11. Position Summary:

This is highly responsible managerial, professional, policy, and strategy work directing the administration of the City of Madison Racial Equity and Social Justice efforts and managing staff working in this area. Program areas under the direction of this manager include the Racial Equity and Social Justice Initiative, Title VI Planning and Compliance, Environmental Justice, Language Access, Disability Rights, and Community engagement including the Neighborhood Resource Teams. Using proactive methods, this work is characterized by a high degree of self-direction, knowledge, judgment, and initiative in coordinating and overseeing a comprehensive civil rights and equity programs in accordance with all applicable state and federal laws, City ordinances, and professional standards. Under the general

supervision of the Civil Rights Director, the incumbent serves as a lead coordinator of the City's Racial Equity and Social Justice Initiative, participates in formulation and administration of equity and civil rights policies and in the implementation of equity and civil rights issues.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 45% A. Provide leadership, policy, and procedure direction and expert advice to professional and technical staff in the areas of racial equity and social justice, including ADA and Title VI Planning and Compliance, Language Access, Disability Rights, Environmental Justice and Community engagement including the Neighborhood Resource Teams.
 - 1. Oversee the hiring, onboarding, training, evaluation, coaching and discipline of programmatic staff working in these areas. Plan and direct programs, services and staff to implement RESJI and related programmatic goals.
 - 2. Coordinate the work plans and policy strategy for each of these work areas.
 - 3. Evaluate the impact of these work plan efforts in coordination with the data team and other staff, and recommend improvements. Promote an outcome focus for the work of the unit by designing mechanisms for organizational accountability to ensure implementation of recommendations from equity analysis.
 - 4. Provide consultation and advice to Department and Division Heads, the Mayor's Office, and Common Council, regarding relevant policies and procedures for modification of department/division policies, procedures and programs to increase physical, programmatic, and language accessibility and racial equity and social justice. Support departmental staff in including equity in department work plans. Work with departments/divisions in budget development to ensure equity staffing and budget levels are appropriate.
 - 5. Implement all phases of the City Language Access Plan, including the development of training opportunities for all agencies. Expand staffing services to include interpretation and translation personnel.

 - 35% B. Lead Policy, Program and Strategy Development and Implementation for Racial Equity and Social Justice programs across the City of Madison.
 - 1. Examine and lead examination of city's historical policies, procedures and programs to ensure alignment with racial equity and social justice goals.
 - 2. Be a catalyst and leader for culture change.
 - 3. Research, recommend, and implement internal strategies that are in line with emerging national and local trends relating to racial equity and social justice.
 - 4. Leverage policy implications of ADA and Title VI to further racial equity and social justice, ensuring implementation and tracking of an ADA and Title VI program that meets federal requirements.
 - 5. Serve as ex-officio, non-voting member of the Disability Rights Commission.

 - 10% C. Establish relationships with community groups and leaders.
 - 1. Establish and build relationships with a broad set of stakeholders, within the City and including nonprofit, private, and public sector organizations working toward elimination of racial and place-based disparities
 - 2. Use proven and innovative methodologies to engage the community in development of plans and actions to address racial and place-based disparities.
 - 3. Support all agencies to in conduction of culturally competent, people centered community engagement via technical assistance.
 - 4. Represent the City and the RESJI program in the Madison community.
 - 5. Develop and maintain relationships with Madison's community leaders and members with disabilities.
 - 6. Develop and maintain relationships with Madison's multilingual community leaders and members and those with limited-English proficiency.

 - 10% D. Other duties as assigned.

13. Primary knowledge, skills and abilities required:

Thorough knowledge of social justice theory, implicit bias, discrimination, harassment, historical sources of disparities, as well as individual, institutional, and structural racism and oppression. Thorough knowledge of racial equity related policy and organization development. Thorough knowledge of group dynamics and related facilitation skills. Working knowledge of supervisory principles and practices. Working knowledge of relevant public administration principles. Working knowledge of policy development and implementation. Working knowledge of Title VI of the Civil Rights Act and the Americans with Disabilities Act. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to conduct complex equity analysis, to develop work plans, and actively participate in program implementation. Ability to facilitate process development and consensus building. Ability to show empathy and compassion in difficult situations. Ability to maintain confidentiality of information. Ability to provide strong leadership skills. Ability to supervise employees, including by setting and managing expectations. Ability to coordinate multiple activities, communications, and projects while maintaining strategic focus. Ability to work effectively as a part of a diverse, multidisciplinary team and maintain harmonious relationships. Ability to develop and maintain cooperative and effective working relationships with a variety of individuals, groups, and organizations. Ability to work effectively with multicultural populations. Ability to create and deliver effective trainings and presentations on difficult topics. Ability to understand and report on data. Ability to communicate effectively both orally and in writing. Ability to prioritize and organize work. Ability to attend meetings outside of work hours, including evening and weekends. Ability to maintain adequate attendance. Ability to manage internal and external expectations.

14. Special tools and equipment required:

None.

15. Required licenses and/or registration:

Ability to meet the transportation requirements of the position.

16. Physical requirements:

Sitting at desk, attending meetings, giving presentations. This may require the ability to carry equipment necessary to conduct trainings, such as a laptop computer and projector. The incumbent must also be able to attend meetings and trainings held throughout the City of Madison.

17. Supervision received (level and type):

General.

18. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeeenet/policies-procedures/position-descriptions.