

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Equity Coordinator

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Lucia Nunez, Civil Rights Director

Work Phone: 266-4910

5. Department, Division & Section:

Civil Rights

6. Work Address:

210 MLK Jr. Blvd.

7. Hours/Week: 38.75

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

8. Date of hire in this position:

N/A

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

N/A

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10. Position Summary:

This is highly responsible professional, policy, and strategy work in the planning, development and implementation of the Racial Equity and Social Justice Initiative. 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 Team, participates in formulation and administration of equity and civil rights policies and in the implementation of equity and civil rights issues.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 60% A. Develop, administer, and implement city-wide policies and procedures involving racial equity and social justice.
 - 1. Partner with public health and other agencies necessary to collaboratively coordinate and implement the mission of the Racial Equity and Social Justice Initiative (RESJI).
 - 2. Coordinate the activities and develop the structure of the RESJI Team, including but not limited to the Strategy Team, Core Team, and Action Teams.
 - 3. Develop recommendations for the use of equity impact assessments, city and departmental work plans, and city and departmental organizational structures related to equity.
 - 4. Develop and maintain equity work plan standards and establish a system for periodically reviewing/updating these plans. Direct staff reviewing department plans for conformance with the racial equity and social justice recommendations as well as affirmative action rules and civil rights federal, state, and local laws.
 - 5. 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 racial equity and social justice.
 - 6. Work with departments/divisions in budget development to ensure equity staffing and budget levels are appropriate.
 - 7. Assure compliance with established racial equity and social justice objectives city-wide.
 - 8. Research, recommend, and implement strategies that are in line with emerging national and local trends relating to racial equity and social justice.

- 20% B. Provide Training & Program Development
 - 1. Provide training to City of Madison employees and community about RESJI concepts and structure.
 - 2. Assist in other Department of Civil Rights trainings as necessary, including APM 3-5, New Employee Training, and Implicit Bias Training.

- 10% C. Reports and Statistics
 - 1. Assist in the preparation and presentation of various analytic and statistical reports consistent with assigned programmatic responsibilities.
 - 2. Partner with the Data Project Coordinator in the Finance department.
 - 3. Assess the effectiveness of RESJI.

- 10% D. Assist with city-wide Affirmative Action and Civil Rights needs
 - 1. Conduct APM 3-5 and other trainings as assigned.
 - 2. Assist with Civil Rights planning and assure alignment with RESJI goals and objectives.
 - 3. Perform related work as required.

12. 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 relevant public administration principles. Working knowledge of process development and consensus building techniques. Working knowledge of policy development and implementation. Working knowledge of the theories, laws, principles, and practices of racial equity and social justice. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of social justice training and capacity building. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research. Ability to conduct complex equity analysis, to develop work plans, and to actively participate in program implementation. Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to facilitate process development and consensus building. Ability to facilitate discussion and consider opposing viewpoints. Ability to provide strong leadership skills. 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 identify process stakeholders, to foster their involvement, and to reflect their respective positions in strategic process recommendations. Ability to create and deliver effective trainings and presentations on difficult topics. Ability to develop and make informational presentations in front of large groups. Ability to communicate effectively both orally and in writing. Ability to prioritize and organize work. Ability to support and advise policy bodies. Ability to assist in policy and ordinance development. Ability to attend meetings outside of work hours, including evening and weekends. Ability to maintain adequate attendance.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

Sitting at desk, attending meetings, giving presentations.

16. Supervision received (level and type):

General

17. 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).

18. 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

19. 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

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.