

EQUITABLE HIRING TOOL 2.0



A. POSITION DESCRIPTION UPDATING

You should work on updating the position description as soon as you get notice that the incumbent is leaving or on a regular basis to update. Before looking at the current position description, complete this portion of the tool so that you aren't overly influenced by what has been in the PD in the past.

Basic Skills

Basic Skills: adaptability, creativity, innovation, ability to have the conviction to carry out what is envisioned in the ordinance, stand up for the process, also diplomatic skills, interpersonal skills, build credibility with MPD, City officials, community members, self-reliance, develop and maintain relationships, understand and interrupt systems, proven track record of ability to navigate systems (institutions and community), ability to identify and connect and solve problems in community, demonstrated love for their community, empathy, some baseline analytical and investigative skills going into position, Direct community outreach and ability to build rapport. Outreach to residents, not only community leaders.

Ananda Deacon's notes on basic skills: Analytical Reasoning, Conflict Management, Influencing/Negotiating, Interpersonal Skills, Written Communication, Administrative Skills

Transferrable Skills

Often when we want to fill a position, we look for someone who had that position or a very similar position with another employer. However, candidates could have gained the skills we are looking for from different positions and, in addition, bring new perspectives to our agencies. For example, if you are hiring a call center supervisor, someone who supervised employees providing front line customer service in a retail environment, but not in a call center, might also be a potential fit for the position.

What are some transferrable skills that would qualify a candidate for this job even if they haven't worked in this field or position before?

Background in community organizing and/or direct community outreach to residents as well as community leaders. Any position that requires them to have their own filing system (ie for complaints etc), maybe like guidance counselor, sort through needs and act on needs. Other positions where a person has had to do some type of investigation. Office management skills-some form of leadership experience, ex. Co-chair of committee. Managerial-managing a team or staff members, doesn't have to be department head. Project team lead. Experience with drafting formal investigative reports. Capability to try to find a process that will help them create a process to do IM investigations-capability to research and create a process. Ability to organize and create spreadsheets and develop a tracking system. Process to track information. Broaden beyond attorneys. Collaborative learning. Community organizers do investigative work when figuring out which bills are being released, research skills. Navigating different systems-community organizers may do this, social workers do this. Teachers and principals who need to do a form of due process, who are the parties involved, what happened. Background in advocating for a position, putting forward a position that goes against the status quo, experience challenging systems. Research outside of researching case law or presenting an argument in court. Auditing, asset protection in retail setting is doing investigations, teachers, principal. Experience responding to crises. Knows how to speak to different parties involved if needed. Experience/background crafting moving speeches. Strong speaking and/or writing abilities. Persuasive communication skills, such as preacher, educator. Would oratory act as a hurdle for people for whom English is not their first language? Communicative piece, ability to speak their mind effectively even if they need to prepare ahead of time. Important to need to be able to communicate effectively to their staff and to the Board. What about accessibility to people with autism? How to make more accessible in general while also not compromising on needed skillset? Keep in mind for when things get phrased in final version. Communicate effectively findings, in interviews. Person will need to fulfill essential functions, write the job to let people know exactly what is needed. City has an accommodation process that we can work through. What about bilingual skills? Important that IM can seek out people who

Speak a number of languages and work with them. Someone who knows which interpreters to contact to do this job correctly. Making sure that residents know how they can access the Office regardless of what language they speak. We should have a translator line available. City does use translation services, will be available to this person. Attention to details, detail oriented. Ex. Event planning. Knowledge of computer programs/software. Tracking or records system. Microsoft Office Suite. City provides training.

Minimum Qualifications

Based on the listed skills, are there any minimum qualifications? Yes No
If so, what are they?

Ability to do relationship-building with residents and MPD, to have this already. Community outreach. Critical thinking skills. Ability to think on one's feet. Some kind of investigative training for a baseline. Can be assessed as part of the examination process. Response to essay question related to relationships and how they have built them or worked in that kind of environment. Could also ask a question along this line during oral board exam as well. Demonstrable research skills. Ability to question things. Not being afraid to ask difficult questions, being comfortable not agreeing with something everyone else is agreeing with. Ability to generate reports, a job history where they have demonstrated ability to create and write up reports. Some level of leadership or supervision responsibility experience. Can issuing subpoenas be something they learn on the job?

Could any of these be learned on the job? Yes No
Please list.

Educational Requirements

Based on the listed skills, are there any minimum education requirements? Yes No
If so, what are they?

