

Contra Costa County**Class Code: AJA2****Co-Director, Race Equity & Inter-Agency Engagement**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION:

As one of two county-wide leaders for racial equity and social justice programs, this position will work closely with the Co-Director, Race Equity & Community Empowerment, to oversee the administration of the Office of Racial Equity and Social Justice, ensuring alignment with the office's mission and compliance with federal and state laws. The incumbent will also guide departments to ensure equitable access to county programs and services while reporting to the Board of Supervisors, County Equity Committee, and County Administrator.

DISTINGUISHING CHARACTERISTICS:

This is a one position executive management classification appointed by the Board of Supervisors that works in conjunction with the Co-Director, Race Equity and & Community Engagement to develop and manage the office's mission to address systemic inequities in County services, processes, and policies. The position guides County departments and collaborates with the community to create a culture focused on equitable outcomes for Contra Costa County residents.

TYPICAL TASKS:

- Plans, directs, organizes, coordinates, and evaluates the overall activities of the Office of Racial Equity and Social Justice.
- Engages underserved communities impacted by systematic racism and includes them in informing County department priorities and budget-making process.
- Advances racial and social equity and inclusion efforts by collaborating with internal and external stakeholders throughout the County to develop racial equity plans that identify core priorities for process and policy improvement and program development.
- Conducts and/or supervises comprehensive studies, task forces, and reviews of racial equity operations to identify trends and areas of improvement.
- Provides consultation, coaching, and support for managers and other employees to be innovative and adaptive in providing culturally responsive, inclusive, and equitable programs and/or services to the community.
- Meets with county department heads to report on the state of racial equity metrics relative to the goals established by ORESJ.
- Facilitates the development of baseline data and metrics, develops performance indicators and progress benchmarks, and presents results publicly both internally and externally to the County.
- Advocates for groups impacted by discrimination to include individuals who are Black, Indigenous and People of Color (BIPOC), Immigrants, those identifying as Lesbian, Gay, Bisexual, Transgender or Queer (LGBTQ), those affiliated with Religious groups and those individuals who are Mentally and/or Physically Disabled)

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid driver's license that must be maintained throughout the duration of employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Education: Possession of a Baccalaureate degree from an accredited college or university, preferably in Sociology, Ethnic Studies, Public Policy, Public Administration, Political Science, Social Science, Education or a closely related field.

Experience: Three (3) years of professional level experience providing guidance and program development related to equity, civil rights, or social justice programs which focus in part on equity, diversity and inclusion. Experience should include a demonstrated track record of successfully engaging with underserved and marginalized communities and experience making transformation changes to benefit these communities.

Substitution: Four (4) years of additional experience in managing community based, public policy, educational or social justice programs can be substituted for the education requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Theories, principles and practices of effective management, public administration, and strategic planning process and techniques, including budgeting, purchasing, contracting and maintenance of public records.
- Principles and procedures of racial equity and social justice programs and techniques for fostering diversity within a large complex organization, including development and leadership principles related to equity and inclusion programs.
- Theories, principles and practices of effective management, social and transformational impact, strategic planning processes and techniques for institutional change.
- Social, political, cultural, legal, technological, and environmental issues.
- Knowledge of social, political, cultural, legal, technological, and environmental issues, policy analysis and development techniques, and methods of formulating and advocating for public policies specific to equity issues.
- Data collection and analysis skills, effective interpersonal, group communication, and conflict resolution techniques, and administrative principles and practices, including goal setting, program development, implementation, and evaluation, and knowledge of applicable Federal, State, and local law, regulatory codes, ordinances, and procedures relevant to social and racial equity.

Skills and Ability to:

- Mobilize and engage internal and external teams to achieve equity goals and understand the impact of structural racism on policies and programs.
- Effectively manage diverse groups and apply management skills in planning and project management.
- Act as a visionary and strategic thinker to identify and define complex equity and human rights issues, develop sound conclusions and recommendations and represent recommendations.
- Build effective working relationships with communities of color and underrepresented groups and establish effective relationships with stakeholders.

- Advise executive management and the Board of Supervisors on developing and evaluating equity-related policies and programs and produce multiple deliverables while effectively communicating with diverse stakeholders.

Contra Costa County

Class Code: AJA1

Co-Director, Race Equity & Community Empowerment

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION:

Reporting to the Board of Supervisors, County Equity Committee, and County Administrator, the Co-Director, Race Equity & Community Empowerment will serve as one of two county-wide leaders for racial equity and social justice programs and will work closely with the Co-Director, Race Equity & Inter-Agency Engagement to oversee the administration of the Office of Racial Equity and Social Justice, ensuring alignment with the office's mission and compliance with federal and state laws. The incumbent will also advise departments on equity practices and coordinating county-wide equity efforts, including community engagement.

DISTINGUISHING CHARACTERISTICS:

This is a one position executive management classification appointed by the Board of Supervisors that works in conjunction with the Co-Director, Race Equity and & Inter-Agency Engagement to develop and manage the Office's mission and objectives to identify and address systemic inequities in County services, processes, and policies. The incumbent will partner with external stakeholders to advance racial and social equity and inclusion efforts and will engage underserved communities, involve them in setting County department priorities, and identify grant opportunities to expand community-based equitable programs while working to allocate County funds for this purpose.

TYPICAL TASKS:

- Plans, directs, organizes, coordinates, and evaluates the overall activities of the Office of Racial Equity and Social Justice.
- Engages underserved communities in informing County department priorities and budget-making process; coordinates and facilitates community forums.
- Advances racial and social equity and inclusion efforts by collaborating with external stakeholders throughout the County to develop racial equity plans that identify core priorities for process, policy improvement and program development.
- Conducts, evaluates, and makes recommendations regarding policy issues and long-range plans to address County and community needs and services to ensure equitable outcomes.
- Acts as an advocate for community groups impacted by discrimination (examples include individuals who are Black, Indigenous and People of Color (BIPOC), Immigrants, those identifying as Lesbian, Gay, Bisexual, Transgender or Queer (LGBTQ), those affiliated with Religious groups, and those individuals who are Mentally and/or Physically Disabled), develops partnerships and works collaboratively with groups to advance equity in County programs and services; keeps abreast of legislation and court cases about racial equity and social justice and ensures compliance with applicable laws.
- Facilitates the development of baseline data and metrics, develops performance indicators and progress benchmarks, and presents results publicly both internally and externally to the County.

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid driver's license that must be maintained throughout the duration of employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Education: Possession of a Baccalaureate degree from an accredited college or university, preferably in Sociology, Ethnic Studies, Public Policy, Public Administration, Political Science, Social Science, Education or a closely related field.

Experience: Three (3) years of professional level experience providing guidance and program development related to equity, civil rights, or social justice programs which focus in part on equity, diversity and inclusion. Experience should include a demonstrated track record of successfully engaging with underserved and marginalized communities and experience making transformation changes to benefit these communities.

Substitution: Four (4) years of additional experience in managing community based, public policy, educational or social justice programs can be substituted for the education requirement.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

- Principles, procedures, and techniques for fostering diversity and promoting racial equity and social justice within a large organization.
- Theories and practices of effective management, strategic planning, and institutional change for Social Transformation
- Social, political, cultural, legal, technological, and environmental issues affecting equity and inclusion.
- Administrative principles and practices, including program development, implementation, and evaluation.
- Applicable Federal, State and local law, regulatory codes, ordinances and procedures relevant to social and racial equity.
- Data collection and analysis.
- Effective interpersonal, group communications, and conflict resolution techniques.
- Policy analysis and development techniques and methods of formulating and advocating for public policies specific to equity issues.

Skills and Ability to:

- Mobilize and engage internal and external teams to achieve equity goals and understand the impact of structural racism on policies and programs.
- Effectively manage diverse employees and apply management skills in planning and project management.
- Act as a visionary and strategic thinker to identify and define complex equity and human rights issues, develop sound conclusions and recommendations and represent recommendations.
- Communicate effectively with internal and external stakeholders, interpret laws and regulations, and advise executive management and the Board of Supervisors on equity policies.

- Establish and maintain effective relationships with stakeholders both internally and externally, prepare comprehensive written materials, and exercise tact and diplomacy in dealing with complex and confidential issues.