

ORDINANCE NO. BL2020 - 461

An ordinance creating the positions of Chief Diversity Equity and Inclusion Officer and Workforce Diversity Manager.

WHEREAS, Section 12.10 of the Metropolitan Charter provides that newly created positions within the Metropolitan Government shall be approved by ordinance; and,

WHEREAS, pursuant to Resolution RS2020-387, the Metropolitan Council requested the Civil Service Commission to create the positions of Chief Diversity Officer and Workforce Diversity Manager "...to show the Metropolitan Government's willingness to improve relations with the minority business community and to further promote diversity within the Metropolitan government workforce;" and,

WHEREAS, the Metropolitan Council requested that the Chief Diversity Officer be created as a position in the Department of Finance, the Workforce Diversity Manager be created as a position in the Department of Human Resources, and that both positions have civil service status; and,

WHEREAS, the Metropolitan Civil Service Commission has taken the necessary steps to create these positions; and,

WHEREAS, the Metropolitan County Mayor, the Director of Finance, and the Director of Human Resources all concur with the creation of these positions.

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1: There is hereby created the position of Chief Diversity Equity and Inclusion Officer, which shall be assigned to Class Number 11104. This position shall be in the classified service. The current job description, as approved by the Civil Service Commission, is attached as Exhibit A.

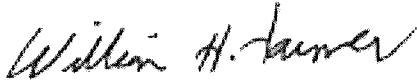
Section 2: There is hereby created the position of Workforce Diversity Manager, which shall be assigned to Class Number 11105. This position shall be in the classified service. The current job description, as approved by the Civil Service Commission, is attached as Exhibit B.

Section 3: This ordinance shall take effect from and after its passage, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:

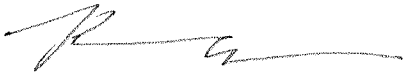


Shannon Hall, Director
Metropolitan Department of
Human Resources



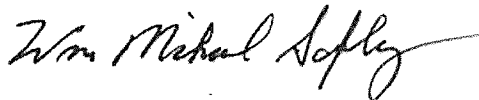
William H. Farmer, Chairman
Metropolitan Civil Service Commission

APPROVED AS TO AVAILABILITY
OF FUNDS:



Kevin Crumbo, Director
Metropolitan Department of Finance

APPROVED AS TO FORM
AND LEGALITY:



Metropolitan Attorney

APPROVED AND RECOMMENDED TO THE
METROPOLITAN COUNTY COUNCIL FOR
ADOPTION:



John Cooper
Mayor
Metropolitan Government of Nashville
and Davidson County

INTRODUCED BY:



Member(s) of Council



EXHIBIT A

CHIEF DIVERSITY EQUITY AND INCLUSION OFFICER

CLASS NUMBER: 11104

GRADE: OR11

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt.

JOB OBJECTIVE

The Chief Diversity Equity and Inclusion Officer is responsible for executive-level strategy and the development and implementation of results-focused policies and strategies that support diversity, equity, and inclusion efforts in the city.

The position plans, develops and recommends strategic initiatives and implements activities to ensure goals or objectives are accomplished in accordance with prescribed priorities. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Researches, develops, recommends, and executes creative strategies for diversity, equity, and inclusion initiatives.

Collaborates with all areas of government to integrate diversity, equity, and inclusion principles into government operations.

Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder government-wide diversity, equity, and inclusion initiatives.

Provides leadership in the creation and delivery of County-wide diversity, equity, and cultural competency training programs

Maintains knowledge and communicates and recommends best practice models for diversity, equity, and inclusion in policies, procedures and legislation.

Provides policy updates and recommendations to internal and external stakeholders to maintain legal compliance on diversity, equity, and inclusion issues.

Independently monitors and reports on the compliance of the Equal Business Opportunity program.

Engages and facilitates community conversations of diversity, equity, and inclusion.

Interacts with all Metro departments and agencies and others to enhance existing programs and to facilitate active engagement and coordination of diversity, equity, and inclusion efforts.

Collaborates with the Metro Department of Human Resources on recruitment and retention programs to facilitate a diverse workforce.

Defines and communicates quality standards for inclusive culture and engagement programs and ensures that all aspects of the programs are executed against those standards.

Partners with Senior Leadership to create and execute an internal/external communication strategy to build awareness and understanding for key diversity, equity, and inclusion programs and messages.

Develops metrics for measuring the effectiveness of diversity, equity, and inclusion strategies and implements accountability benchmarks through data collection and trend monitoring. Partners with non-profits, the business community, elected officials and others to identify and recommend infrastructure needs to support diversity, equity, and inclusion initiatives for underserved members of the community,
Serves as a liaison to external organizations, county and state governments and other stakeholders regarding diversity and equity issues and initiatives.
Makes presentations to various stakeholders on diversity, equity, and inclusion issues.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This classification may directly or indirectly supervise assigned employees.

Receives direction and is supervised by the Director of Finance or designee, who sets overall goals and objectives for the Finance Department.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and five (5) years of progressive experience in developing solutions and implementing strategies which focus on diversity, equity, and inclusion efforts.

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of contemporary diversity, equity, and, inclusion concepts and issues.
Thorough knowledge of the elements and dynamics of organizational change.
Knowledge and principles and practices of project management.

Knowledge of community resources and agencies and services they provide.
Excellent organizational skills and attention to detail.
Excellent verbal and written communication skills including proven dispute resolution skills.
Strong analytical and problem-solving skills.
Demonstrated ability to serve as an internal resource and consultant, working collaboratively with multiple stakeholders in a politically sensitive context often complicated by the presence of competing perspectives or interests.
Ability to navigate cross organizational and cultural boundaries with ease, adapting language and style to the context both in person and at a distance.
Ability to establish policies and procedures.
Ability to answer questions and resolve problems.
Ability to evaluate situations and information effectively.
Ability to coordinate and direct the work of others.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for certain positions in this classification.

Date Approved: 8/11/2020

Date Effective:

Date Revised:

Exhibit B

WORKFORCE DIVERSITY MANAGER

CLASS NUMBER: 11105

GRADE: OR07

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt.

JOB OBJECTIVE

Designs, develops, implements, and delivers strategic recruiting and training programs focused on diversity, equity, access, inclusion, and dialogue around social justice. Utilizes hiring best practices and outreach methodologies to market Metro Government as an employer of choice. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Provides vision, leadership, management, and strategic planning for diversity and inclusion initiatives across Metro Government. Aligns objectives and strategic plans with the diversity mission, vision and goals of the organization.
- Develops diversity-related programs, education plans, training, and communications directly, as well as engaging outside expertise.
- Creates comprehensive recruitment strategies including advertising plans, outreach, trainings and tracking.
- Designs, develops and implements innovative outreach programs using diversity and inclusion best practices in support of Metro Government's strategic initiatives.
- Researches best practices for full life cycle recruitment programs, with a focus on diversity and inclusion.
- Creates and maintains a qualified candidate pool through frequent contact and notifications of positions.
- Develops social media strategies to position Metro Government as an employer of choice.
- External Metrics: In conjunction with the HR Director, tracks talent acquisition metrics and provides data on a regular basis. Monitors and evaluates effectiveness of programs and adjusts as needed.
- Internal Metrics: Supports providing monthly and quarterly metrics for the organization's D&I and Equity Dashboard to ensure accountability, tracking, and monitoring of efforts. Ensures ongoing attention to departmental support, benchmarking and best practices with respect to diversity and inclusion based upon the priorities outlined by the Chief Diversity Equity & Inclusion Officer and HR Director. Periodically assesses, both qualitatively and quantitatively, productivity and success of programs, policies, and services. Prepares periodic reports for presentation to senior leadership. Monitors and evaluates effectiveness of programs, adjusts as needed.
- Collaborates with hiring departments to create diversity and inclusion plans for recruitments as well as ongoing outreach programs. Provides guidance and acts as the subject matter expert.

Provides training and support to hiring managers or SME's, and search committee members on strategies regarding diversity and inclusion, including inclusion advocacy.
Ensures compliance with federal, state and local requirements.
Responds to inquiries or issues requiring an interpretation of Civil Service rules or policies; responds to EEOC charges, applying a working knowledge of basic principles of EEO and other employment laws when responding to employee relations issues, investigates claims of discrimination and harassment, prepares reports of findings, and makes recommendations for action; investigates employee complaints and formal grievances.
Performs other duties as assigned.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise the work of professional and/or clerical employees.

Receives direction and reports to the HR Director or their designee. Incumbents exercise broad discretion on matters involving operation of assigned activities.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and four years of experience in organizational diversity and inclusion, human development, training, change management, or a related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

NO SUBSTITUTION

PERFORMANCE STANDARDS

Thorough knowledge of human resources principles, employment practices, laws, regulations and trends.

Thorough understanding and mastery of diversity and inclusion issues in a complex organizational setting

Skill in gathering and analyzing data and presenting statistical and narrative reports.

Skill in problem-solving, conflict resolution, and decision making

Skill in interpreting, explaining and applying pertinent laws, rules, regulations, policies, guidelines

Ability to develop senior level recruitment and retention, identity development, access and equity, training, and HR/employment strategies designed to foster workplace and workforce diversity.

Ability to plan, organize, and coordinate activities of employees and/or programs and services.

Ability to analyze problems, consider options, formulate strategies, and make practical recommendations.

Ability to maintain confidential and sensitive information.

Ability to build consensus, trust, and support among a diverse group of stakeholders.

Ability to work collaboratively with other senior colleagues to craft a common vision and direction.

Ability to use judgment in interpreting and applying procedures and precedents to specific cases.

Ability to communicate effectively, both orally and in writing.

Ability to analyze complex data using a computer and generate reports from HR databases.

Ability to make sound recommendations based on factual information.

Ability to apply rules and policies to all but the most unusual situations.

Ability to deal courteously with the public.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Date Approved: 8/11/2020

Date Effective:

Date Revised: