

CITY OF CHATTANOOGA
Classification Specification Title: Equity & Community Engagement
Specialist

Department: Equity & Community Engagement

Pay Grade: GS.09

Supervision Received From: Chief Equity Officer

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 9/16/22

**Review Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for working cross-functionally with our team to bring the City's overall Diversity, Equity and Inclusion strategy to life and impact change at all levels. Duties include supporting the development, continuous improvement, coordination, and management of integrating Equity into our core policies, processes, and procedures. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Champion diversity and inclusion strategies to ensure that our culture, systems, policies and processes support an environment where leaders and employees seek and celebrate individual differences while contributing to the overall business goals.

Collaborate with teams as a driver and thought partner to operationalize the DEI strategy and embed DEI principles in workplace practices, processes, and policies.

Create an accountability culture by benchmarking, developing metrics and leveraging quantitative and qualitative data to track, evaluate, and report on progress and the effectiveness of DEI activities against overall company strategy.

Cultivate and manage external partnerships, inclusive of creating measurable goals to assess the success of the partnership.

Analyze and present trends in the area of DEI, current awareness of best practices, and benchmark leading companies and programs to help enhance our DEI efforts.

Design, coordinate and implement specialized projects related to department initiatives, ensuring compliance with applicable rules, regulations and requirements.

Design, define and measure consistent metrics for success of our latest DEI initiatives, progress and status.

Use data, feedback, and market trends to innovate and scale programs.

Drive event and program-specific training for DEI.

Advise key partners on the design of structured processes to mitigate bias.

Develops strategies to market projects and activities to attract public involvement.

Develops and implements departmental procedures for project initiatives.

Prepares a variety of reports, documents, informational packets and/or other materials related to project and program activities and initiatives; disseminates information to applicable individuals, external agencies and/or internal departments.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business Administration, Human Resources, Communications, Public Administration or a closely related field and a minimum of 2 years of experience leading workforce and workplace DEI efforts or any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of applicable federal, state and local laws, ordinances, codes, rules, and regulations; diversity, equity and inclusion principles and practices; research methods; budgeting principles and practices; analytical methods; mathematical concepts and public relations principles.

Thought leadership and passion for diversity, equity, inclusion and belonging; ability to demonstrate an understanding of multiple facets of diversity and track record of leading or influencing the transformation of programs that drive inclusion, equity and belonging across the

organization; high emotional intelligence, positive, can-do mentality with a high level of self-awareness; possess an ability to thrive in a very fast-paced, constantly evolving global organization and operate independently and comfortably with ambiguity and complexity; ability to organize, analyze and translate data to provide insights and stories to drive decisions that support strategic business recommendations and measure impact; exceptional collaboration and virtual team building skills with proven ability to work across function, level and region; Confident in interacting with all levels of the organization; excellent communicator, both written and verbal; extremely organized and flexible approach to working tasks; comfortable challenging the status quo and coloring outside the lines; analyzing a variety of data and making recommendations based on findings; handling multiple tasks simultaneously, organizing and prioritizing work; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; establishing and maintaining effective working relationships with other employees and those contacted in the course of work.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.