

## CLASS DESCRIPTION

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

The Deputy Chief Equity Officer leads the development and implementation of proactive diversity, equity and inclusion initiatives within the Office of Equity and Civil Rights. The Equity Officer is responsible for developing and implementing diversity and inclusion programs for the City of Baltimore Government and communities. Incumbents receive general supervision from the Chief Equity Officer & Director. Incumbents may supervise equity and compliance personnel.

## POSITION SUMMARY

The Deputy Chief Equity Officer, will work closely with Baltimore City Chief Equity Officer to lead in shaping and executing our equity strategy, ensuring that our City remains at the forefront of promoting fairness, justice, and equality. The Deputy will work with senior leadership to develop and implement initiatives that drive systemic change, eliminate biases, and create an inclusive environment for all Baltimore City residents.

**TYPICAL EXAMPLES OF THE WORK** (The following examples illustrate the work performed in the positions in the class. Positions may require some or all of these examples depending on the organization of work within the agency. This list is not inclusive. A position may require related duties not listed, if necessary, to accomplish the work of the agency.)

- Works with the Chief Equity Officer to develop and implement diversity and inclusion programs which promote equity, inclusion, and diversity initiatives in Baltimore City Government.
- Works with the Chief Equity Officer to develop and implement programs designed to address community, human and social needs of the City through studies, collaboration and cooperation with public and private sector organizations.
- Works with the Chief Equity Officer to develop educational programs and trainings to ensure that City of Baltimore agency personnel are knowledgeable of policies, procedures, practices, and guidelines involving diversity, inclusion, and equity.
- Works with the Chief Equity Officer to conduct reviews of various agencies' policies, procedures, and offered services to ensure compliance with the Article 1 Subtitle 39 – Equity Assistance Program.
- Works with the Chief Equity Officer and provides leadership in the development of culturally specific and culturally responsive policy and service delivery models.
- Works with the Chief Equity Officer to develop strategic partnerships with City agencies and stakeholders to address systemic issues that affect diversity, inclusion, and equity goals across Baltimore City government and communities.
- Works with the Chief Equity Officer and agency Equity Coordinators and personnel to identify diversity and equity issues within

the agency.

- Works with the Chief Equity Officer to make recommendations to agencies to implement policies, procedures, and practices that correct diversity and equity issues.
- Works with the Chief Equity Officer to make assessments and reports that assess agencies' diversity, inclusion, and equity needs and provides metrics on the progress of achieving established goals.
- Develops and implements diversity and inclusion programs which promote equity, inclusion, and diversity initiatives in Baltimore City Government.
- Develops and implements programs designed to address community, human and social needs of the City through studies, collaboration and cooperation with public and private sector organizations.
- Develops educational programs and trainings to ensure that City of Baltimore agency personnel are knowledgeable of policies, procedures, practices, and guidelines involving diversity, inclusion, and equity.
- Conducts reviews of various agencies' policies, procedures, and offered services to ensure compliance with the Article 1 Subtitle 39 – Equity Assistance Program.
- Works with the Chief Equity Officer and provides leadership in the development of culturally specific and culturally responsive policy and service delivery models.
- Develop strategic partnerships with City agencies and stakeholders to address systemic issues that affect diversity, inclusion, and equity goals across Baltimore City government and communities.
- Works with agency Equity Coordinators and personnel to identify diversity and equity issues within the agency.
- Makes recommendations to agencies to implement policies, procedures, and practices that correct diversity and equity issues.
- Develops assessments and reports that assess agencies' diversity, inclusion, and equity needs and provides metrics on the progress of achieving established goals.
- Collaborate with equity coordinators, agency leadership, and various teams to identify and address equity gaps and implement corrective actions. Conduct equity assessments, analyze data, and provide recommendations for policies, practices, and programs that foster inclusivity.
- Work with external partners, community organizations, and resource groups to build strong relationships and enhance equity efforts.
- Develop and deliver training programs to increase awareness, knowledge, and skills related to equity, diversity, and inclusion.
- Monitor and report on the progress of equity initiatives, providing regular updates to senior leadership and stakeholders.
- Stay abreast of industry trends, research, and best practices in the field of equity and inclusion to drive continuous improvement.
- Cultivate and maintain a broad network of relationships with community-based organizations to develop community events, community conversations, and town halls.
- Help manage project logistics and coordination as needed.
- Manage internal/External communications and evaluate development needs of agency staff, the administration, City Council, agency leaders, and other stakeholders.
- Assist in drafting the Annual Report required by Equity Ordinance 18-160.
- Perform Other related duties as necessary

#### KNOWLEDGES, SKILLS AND ABILITIES

- Knowledge of current federal, state, and municipal laws, requirements, guidelines, and policies referring to MBE and procurement, diversity and inclusion, and equal business opportunity.
- Knowledge of Diversity and Inclusion codes, methods, techniques, and activities.
- Knowledge of objectives, methods, and problems of public or business administration.
- Knowledge of equal employment opportunity and affirmative action issues in business.
- Ability to analyze and resolve problems.
- Ability to develop, coordinate, and implement programs.
- Ability to plan and coordinate work activities.
- Ability to establish effective working relationships.
- Ability to develop and maintain cooperative working relationships with business representatives, the general public, and government officials.
- Ability to investigate situations and extract and organize facts.
- Ability to evaluate data, compare data to existing standards and draw conclusions.
- Ability to present and defend findings.
- Ability to communicate effectively.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

A Master's degree from an accredited college or university preferred or  
Four (4) years of training experience in management, program evaluation, coordination, and planning.

A Bachelor's degree from an accredited college or university in Human  
Resource Management, Public Administration, Business Administration, or a related field and three years of experience in program  
evaluation, coordination, diversity, equity, and inclusion programming/strategic planning, implementation, and/or supervision.

NOTE: Those eligible candidates who are under final consideration for appointment to positions in this class will be required to authorize the  
release of criminal conviction information.

Financial Disclosure:

This position is required to complete a Financial Disclosure pursuant to Sections 7-7, 7-8, and 7-9 of the City Ethics Law.

BALTIMORE CITY IS AN EQUAL OPPORTUNITY EMPLOYER

**Additional Job Description**