



CITY OF BALTIMORE

Department of Human Resources

7 E. Redwood Street, 16th Floor

Baltimore, MD 21202

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www.baltimorecity.gov

INVITES APPLICATIONS FOR THE POSITION OF:
Equity Policy Analyst

An Equal Opportunity Employer

OPENING DATE: 12/1/23

CLOSING DATE: Posted until filled

CLASS DESCRIPTION:

THIS IS A NON-CIVIL SERVICE POSITION

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Equity Policy Analyst**

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.

Position Summary:

The Equity policy Analyst plays a pivotal role in conducting comprehensive equity assessments of the City's existing and proposed practices, policies, and legislation. This position involves producing detailed baseline analyses to understand and address the equity impacts within the community. The Equity Analyst conducts thorough evaluations of agency actions and policies, offering crucial advisory support to the Office of Equity and Civil Rights' professionals for a city-wide approach to equity. Responsibilities include drafting legislative proposals, analyzing bills with Diversity, Equity, and Inclusion (DEI) implications, and recommending amendments where necessary. The Equity Analyst collaborates cross-functionally to implement new policies aligned with DEI best practices, monitors legal and social developments relevant to equity and diversity, and advises on the development and delivery of training programs. They are also responsible for monitoring policy impacts on various demographic groups, engaging stakeholders, tracking legislative bills, providing guidance to the Executive team, contributing to policy analysis, and undertaking other related responsibilities as directed by their supervisor.

Essential Duties and Responsibilities (not inclusive)

- Conduct equity assessments on the City's existing and proposed practices, policies, and legislation, producing baseline analyses of their equity impacts.
- Perform equity analyses on the agency's actions and policies, covering programs, operations, and projects.
- Provide advisory support to Office of Equity and Civil Rights professionals, contributing to a city-wide approach to equity.
- Draft legislative proposals, review, track, and analyze state, federal, and city legislation, proposing amendments related to Diversity, Equity, and Inclusion (DEI) implications.
- Assess current policies and practices to identify areas for improvement regarding equity and diversity.
- Collaborate with cross-functional teams to develop and implement new policies aligned with DEI best practices.
- Stay updated on legal and social developments relevant to equity and diversity, ensuring policy compliance and relevance.
- Advise on designing and delivering training programs to enhance cultural competence and awareness.
- Monitor policy impacts on various demographic groups, offering regular reports and recommendations for adjustments.
- Engage with internal and external stakeholders to raise awareness and garner support for equity and diversity initiatives.
- Log, track, and respond to all city, state, and federal bills referred to the Office of Equity and Civil Rights.
- Provide guidance to the Executive team on community and policy-based analysis as required.
- Assist the Office of Equity and Civil Rights team and division with policy analysis and other related tasks as directed.
- Perform additional related work as necessary and assigned by the supervisor.

Knowledge and Skills

- Knowledge of the principles and techniques of public information and relations.
- Excellent presentation and verbal and written communications skills.
- Computer Skills: Ability to utilize computer applications such as spreadsheet and word processing programs.
- Compile, analyze, interpret, and report research findings

- Learn, interpret, and apply pertinent federal, state and local laws and regulations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Possess project management skills.
- Ability to effectively communicate with the public and collaborate and partner with local jurisdictions and agencies.
- Ability to make effective oral presentations.
- Proven ability to build good, effective working relationships with staff at various levels of an organization.
- Ability to work independently with minimal supervision.
- Demonstrated ability to handle multiple projects and varying topics simultaneously.
- Proven ability to quickly learn and get up to speed on a variety of subject matters.
- Ability to handle sensitive situations with tact and diplomacy.
- Ability to communicate clearly and concisely, both orally and in writing.
- Knowledge of the principles, practices and procedures of business and public administration.
- Knowledge of standard office management methods.
- Ability to maintain confidentiality of sensitive information.
- Ability to communicate effectively with co-workers, staff of other agencies and the public.

Education and Experience

- Minimum of 5 years of relevant combined education and/or experience in related field. BA in public policy, public administration, or related field; master's degree preferred.
- Equivalent combination of education and experience.

Licenses, registrations and certificates

N/A

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

Financial Disclosure: Under [Sections 7-7, 7-8, and 7-9 of the Ethics Law](#) outlines the City officials and employees who are required to file. Each year, the Ethics Board, in collaboration with City agencies and the Department of Human Resources, identifies required filers based on the Ethics Law's criteria.

These positions typically include:

As a general matter, the following public servants must file financial disclosure statements:

- Officials and many non-clerical employees of City agencies and instrumentalities ([§§ 7-7 and 7-8](#));
 - *"Non-clerical" means any compensated public servant who is not employed solely in a secretarial, clerical, or custodial capacity.*
- Members of most City boards and commissions ([§§ 7-7 and 7-8](#));
- Individuals filling procurement, enforcement, and legislative liaison functions ([§ 7-9](#));
- Individuals vacating any of these positions ([§ 7-11](#)).
- Individuals filling a vacancy in any of these positions ([§ 7-12](#)).
- Candidates for qualifying elected positions ([§ 7-13](#)).
- Designees of the Mayor and of the City Council President ([§ 7-14](#)).

To Apply: (Job open until filled)

Interested candidates should submit a cover letter and resume, to Khadeja Farahmand, Chief of Staff via email to Khadeja.Farahmand@baltimorecity.gov. Please include "Equity Policy Analyst" in the subject line.

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