



CITY OF PORTLAND
invites applications for the position of:

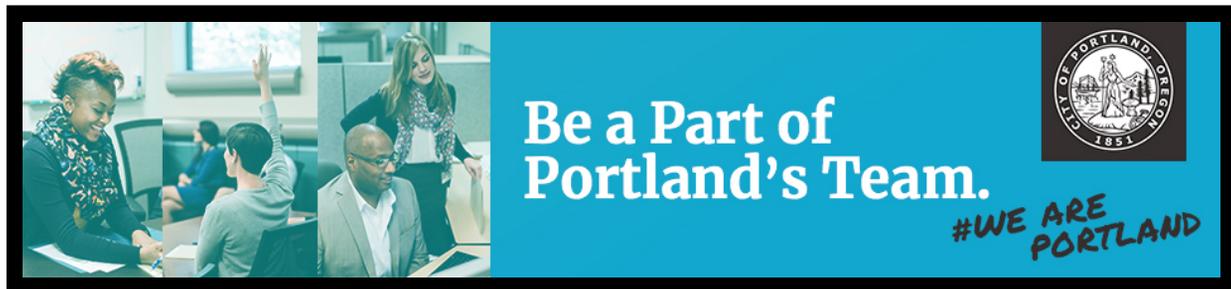
Equity & Inclusion Program Coordinator (Coordinator II)

SALARY: \$4,857.50 - \$8,233.33 Monthly
\$58,290.00 - \$98,800.00 Annually

OPENING DATE: 02/18/19

CLOSING DATE: 03/04/19 11:59 PM

THE POSITION:



Are you passionate about racial justice and seeking an opportunity to apply those values in a government agency? Do you have experience engaging with diverse stakeholders to implement equity and inclusion initiatives? Are you interested in supporting the development of a more equitable transportation system? If so, you may be the Equity & Inclusion Program Coordinator that we are looking for!

The City of Portland is seeking an Equity and Inclusion Program Coordinator withing the Portland Bureau of Transportation (PBOT).

About the Program: PBOT's Equity and Inclusion Program is guided by the citywide equity goals and strategies; actions established in the bureau's Five-Year Racial Equity Action Plan; and Affirmative Action, Civil Rights and American with Disability Act (ADA) requirements. The Equity and Inclusion Program is housed in the Office of the Director and provides bureau wide thought leadership, programming, training and technical support to the Bureau's six work groups: Business Services; Development, Permitting and Transit; Parking Services; Engineering Services; Policy, Planning and Projects; and Maintenance Operations. The Program Specialist will report to the Equity and Inclusion Program Manager.

About the position: The Equity and Inclusion Program Coordinator will serve as a key resource and change agent for teams that implement a broad spectrum of transportation policies and programs. This position will support the equity manager with the development of a transportation equity framework with internal PBOT stakeholders and external community partners in the upcoming year. The position will lead the implementation and annual reporting of the bureau's Five-Year Racial Equity Plan; be responsible for tracking, analyzing and reporting on the bureau's Civil Rights and Affirmative Action work plans; and manage the PBOT Equity Committee.

Additional duties include:

- Performing research on equity best practices
- Providing technical assistance to bureau departments on the utilization of racial equity data and assessment tools
- Responding to requests for staff inquiries and coaching team on how to strengthen their equity commitments and initiatives
- Maintaining a database of various program and organizational metrics related to equity; developing policy recommendations
- Providing quarterly reports for senior management and leadership on the bureau's equity efforts.

In addition, this position will demonstrate initiative, independence and creativity while exercising sound professional judgment and supporting these values. The PBOT Equity and Inclusion Program Specialist will

also work in coordination with other citywide equity and inclusion efforts, including engagement with the Office of Equity and Human Rights, the Bureau of Human Resources and Office of Community and Civic Life.

An ideal candidate: will have demonstrated commitment to social, racial, and environmental and/or transportation justice values and the ability to apply those values in policy and program development. Although not required, PBOT encourages candidates that can fluently speak more than one language to include that information in their resume.

The bureau has engaged in work to become a multicultural, anti-racist organization, and this position will continue transforming the culture into one that supports meaningful and transformational employee experiences towards those ends. PBOT values a diverse workforce and seeks ways to promote equity and inclusion within the organization, and encourages candidates with knowledge, ability and experience working with a broad range of individuals and diverse communities to apply.

The Portland Bureau of Transportation is a community partner in shaping a livable city. We plan, build, manage and maintain an effective and safe transportation system that provides people and businesses access and mobility. We keep Portland moving. For more information about the Portland Bureau of Transportation, please visit www.portlandoregon.gov/pbot. The Portland Bureau of Transportation embraces diversity, models inclusivity, and promotes equity through its service delivery, internal operations, organizational culture, and in its work with partners and the community.

Why join the City of Portland?

The City of Portland is committed to offering medical, dental, vision, basic life, and long-term disability coverage that provides quality care, support and value to eligible employees and their family members. Additional benefits such as flexible spending accounts, supplemental life insurance and employee assistance program coverage is available to ensure employees have the appropriate tools to safeguard themselves and their family. The City of Portland also participates in PERS, the Oregon Public Employees Retirement System. For more information on the City of Portland's benefits please click [here](#).

TO QUALIFY:

The following minimum qualifications are required for this position:

1. **Experience** implementing equity and inclusion initiatives
2. **Experience** establishing and maintaining effective working relationships with diverse communities
3. **Experience** analyzing program needs and tracking program performance
4. **Experience** preparing clear, concise and comprehensive correspondence to diverse audiences
5. **Ability** to assist in creating strategic plans, curriculum, and professional development opportunities as they relate to equity, diversity, and inclusion

THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience, as demonstrated in their resume and answers to the supplemental questions weighted 100%. **A COVER LETTER IS NOT REQUIRED. Do not attach materials not requested.** Only candidates who meet the minimum qualifications will be placed on the equally ranked eligible list. You have 14 days from the notice of the examination results to let us know if you disagree with your results. Please read the City of Portland Administrative Rule 3.01 for complete information. **Additional evaluation may be required prior to establishment of the eligible list and/or final selection.**

Tentative Recruitment Timeline:

Job Closes: 2/22

Minimum Qualification Review: Week of 2/25

Eligible List is Established: Week of 3/4

Interviews: Mid March

Offer: Late March- Early April

ADDITIONAL INFORMATION:

Applicant Instructions

Applicants must submit a professional resume online, specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the following Application Instructions:

Your resume and answers to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.

Your answers to the supplemental questions should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications for each of the

numbered items in the "To Qualify" section of this announcement.

Your resume should support the details described in your answers to the supplemental questions.

If you are requesting Veteran's Preference, as identified below, please describe in your answers any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.

Your resume is recommended to not exceed a **total of two (2) pages combined**.

All completed applications for this position must be submitted no later than **the closing date and time of this recruitment. E-mailed and/or faxed applications will not be accepted.**

If you are requesting Veteran's Preference, attach a copy of your DD214 / DD215 and / or Veteran's Administration Letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for.

Veteran's Preference documentation must be submitted no later than the closing date and time of this recruitment

Non-citizen applicants must be authorized to work in the United States at time of application.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans With Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below **No Later Than the Closing Date of This Announcement.**

Questions?

Emily Mavraganis

Sr. Recruiter

Bureau of Human Resources

emily.mavraganis@portlandoregon.gov

503-823-3314

An Equal Opportunity/Affirmative Action Employer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.portlandoregon.gov/jobs>

1120 SW 5th Ave, 404
Portland, OR 97204
503-823-6821

Position #2019-00178
EQUITY & INCLUSION PROGRAM COORDINATOR
(COORDINATOR II)
EM

Equity & Inclusion Program Coordinator (Coordinator II) Supplemental Questionnaire

- * 1. **Thank you for your interest in joining the team at the City of Portland. We sincerely value your time and hope to make your application experience as positive as possible.**

The following supplemental questions are an important step in the examination and selection process to assist us in determining if you possess the knowledge, skills, and abilities to succeed in the posted vacancy.

A lack of a complete and thorough response to each of the supplemental questions in the space provided may result in disqualification from the examination. In addition, the selections you make and responses you provide in the questionnaire must accurately reflect what is documented in your work history.

All of the supplemental questions below that are specifically listed in the "To Qualify" section are required for this position. Please provide unique responses for each question that specifically address the qualification(s). Answering "No", "See resume", or entering "N/A" in the open text field to any of the minimum qualifications may result in elimination from further consideration.

If you are requesting veterans preference, please be sure to not only select that you are a veteran, but also upload a copy of your DD214 and/or Veteran's administration letter stating your disability. Veteran's preference documentation must be submitted by the closing time of this announcement.

Have you read and understood all of the information listed above?

- Yes
 No

- * 2. Where did you first learn about this job opportunity? (If on a website or job board, please specify which one)

- * 3. Do you have experience implementing equity and inclusion initiatives?

- Yes
 No

- * 4. Please describe an example of when you have implemented equity and inclusion initiatives.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as:

- Applicable Classes;
- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*);
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have this minimum qualification)

- * 5. Do you have experience establishing and maintaining effective working relationships with diverse communities?

- Yes
 No

- * 6. Please describe an example of when you have established and maintained effective working relationships with diverse communities.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as:

- Applicable Classes;
- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*);
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have this minimum qualification)

- * 7. Do you have experience analyzing program needs and tracking program performance?

- Yes
 No

- * 8. Please describe an example of when you have analyzed program needs and tracked program performance.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as:

- Applicable Classes;
- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*);
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have this minimum qualification)

- * 9. Do you have experience preparing clear, concise and comprehensive correspondence to diverse audiences?
- Yes
 No
- * 10. Please describe an example of when you have prepared clear, concise, and comprehensive correspondence to diverse audiences.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as:

- Applicable Classes;
- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*);
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have this minimum qualification)

- * 11. Do you have the ability to assist in creating strategic plans, curriculum, and professional development opportunities as they relate to equity, diversity, and inclusion?
- Yes
 No
- * 12. Please describe an example of your experience that demonstrates your ability to assist in creating strategic plans, curriculum, and professional development opportunities as they relate to equity, diversity, and inclusion

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as:

- Applicable Classes;
- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*);
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have this minimum qualification)

- * 13. **The following question will not be graded during minimum qualifications and will be utilized after the eligible list is established during the selection process. If you do not have relevant experience, please type N/A**

Please provide an example of how you have managed a project, program or event planning process. What contributed to the success of your effort? If there were challenges, how were you able to overcome them?

- * Required Question