

CLASS SPECIFICATION
Office of Equity & Human Rights Director

FLSA Status: Exempt
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

GENERAL PURPOSE

This position is responsible for administrative and professional program management work executing the policies and programs of the Office of Equity and Human Rights (OEHR). The Office of Equity and Human Rights is a city agency created to work on eliminating disparities, initially focusing on issues of race, ethnicity, and disabilities. The OEHR Director will collaborate with City bureaus, organizations, and community leaders to facilitate the creation of an organizational culture that will guide the city towards policies and programs designed and implemented to achieve equitable outcomes.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is responsible for directing, coordinating, planning and overseeing all of the functions and activities of the Office of Equity and Human Rights and its relationship with internal and external partners and advisory bodies. The incumbent monitors programs and research, provides informational and technical expertise, and initiates special projects. Work includes preparation and monitoring of the annual budget and complying with administrative requirements associated with a city bureau; maintaining effective liaison with municipal, state, national and regional human rights organizations; providing leadership for community human rights projects; serving as director of the Office of Equity and Human Rights. Supervision is exercised over professional and support staff. Work is performed with considerable independence and reviewed by the City Commissioner-in-Charge through conferences and reports, for the director's effectiveness in achieving goals of the work program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, directs and evaluates the work of the Office of Equity and Human Rights; develops, implements and monitors work plans to achieve bureau mission, goals and performance measures consistent with Council and public expectations; prepares and monitors annual budget, facilitates the work of OEHR Budget Advisory Committee; provides leadership, guidance, and support to staff in the delivery of equity programs to diverse groups in the community and partner agencies.
2. Plans, directs and evaluates the performance of staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching and training opportunities for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the bureau; provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-

to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. The Director provides overall management, direction, and coordination of the City's Office of Equity and Human Rights programs; oversees the coordination, design, and implementation of projects aimed at addressing the systemic disparities in the City; and guides the development, training, and implementation of equity tools in all City bureaus. The Director provides guidance in City efforts to improve inter-racial understanding through trust-building processes among City staff, and proposes city-wide policy changes that impact equity in both City government and the community.
5. Works with the City Attorney's Office to develop and implement City programs and policies consistent with human rights and non-discrimination laws and regulations; assists in the development of community-wide policies.
6. Works closely with Portland Commission on Disability to ensure that City facilities are universally accessible; facilitates increased collaboration and information exchange between persons with disabilities, City bureaus, and City Council.
7. Works with the City of Portland's Human Rights Commission on setting Commission priorities and providing input into strategic planning.
8. Partner with and provide technical assistance to City bureaus to create awareness and understanding in the use of equity lens in developing and implementing programs to achieve fair and equitable outcomes.
9. Prioritizes program objectives and activities for implementation based on existing City policy, available funding, federal guidelines, public need, and the direction of the City. Makes recommendations for appropriate bureau and program funding.
10. Provides expert technical guidance and leadership to City management and elected officials on equity and social justice issues within City programs; provides assistance and support to City Bureaus in designing goals, change strategies, metrics, data collection standards, and accountability reporting for City of Portland functions.
11. Serves as the City's key representative for equity and human rights issues working with elected and appointed officials of other local, state and federal agencies, funding sources, civic and community groups, industry and professional organizations, the media and the public. Provides expert analysis of proposed legislation and regulations related to equity and social justice issues; participates in industry and governmental activities to influence legislation and regulatory change consistent with the City's interests and needs.
12. Directs, evaluates and approves analyses and recommendations regarding policy issues and long-range plans to address bureau needs and services and the needs of the community; directs the development of and approves reports (including annual reports) and supporting materials to be presented to the City Council for action; represents the bureau and presents staff recommendations in City Council meetings, community meetings, and to key stakeholders and decision makers.

OTHER DUTIES

1. Represents the City and bureau on various federal, state and local boards, commissions, organizations and task forces as requested.
2. Consults, provides technical assistance and conducts site visits for other national equity and human rights programs.
3. Assists as needed on special assignments and projects dealing with City-wide equity and social justice issues.
4. Serves as an expert advisor on matters of equity and disparities reduction.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theories, principles and practices of effective management, public administration, and strategic planning processes and techniques; including budgeting, purchasing, contracting and maintenance of public records.
2. Management and administration practices including budgeting, purchasing, contracting and maintenance of public records.
3. Social, political and environmental issues influencing equity and social justice program development and implementation.
4. Effective institutional change management principles and practices.
5. Effective interpersonal and group process techniques.
6. Policy analysis and development techniques and methods of formulating and advocating for public policies specific to equity and social justice issues.
7. Community and public relations methods and practices.
8. City human resources policies and labor contract provisions.
9. Existing relevant local community and national-level social experience and justice networks.
10. Effective grant-writing techniques and familiarity with grant funding sources available for equity, civil and human rights projects.

Ability to:

1. Effectively manage diverse teams and apply effective management skills in the areas of planning and project management including organizing, directing, motivating, and evaluating both represented and non-represented employees.
2. Communicate effectively to the public, diverse stakeholder groups, the City Council and city leadership.
3. Act as a visionary and strategic thinker to identify and define complex equity and human rights issues, develop sound conclusions and recommendations and present recommendations in a way that is compelling to a variety of institutional and community audiences.
4. Plan, organize, manage and direct the implementation of equity programs.
5. Represent the City effectively on a variety of issues in a variety of forums.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment and political acumen within general policy guidelines.
8. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations with broad effects on City policies and issues.
9. Establish and maintain effective working relationships with elected officials, all levels of City management, other governmental officials, community members and community-based organizations and advocacy agencies, service providers, employees, the public and others encountered in the course of work.
10. Build effective working relationships and networks with communities of color, disabilities community and organizations that serve them
11. Build and manage an effective multicultural workplace reflective of programs and populations served.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in sociology, education, public administration, ethnic studies, communication or a closely related field; and at least ten years of demonstrated success in the administration of community, educational, or social justice programs, at least five of which were in a supervisory or program management capacity; or an equivalent combination of training and experience. Experience in a public agency is strongly preferred. An advanced graduate degree in an applicable field is desirable.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 11-02-11