

To interpret, communicate and implement federal and state regulations relating to diversity, equity, opportunity and sexual harassment; advises the Director of Administration, administrators and other staff on the nature, purpose and intent of laws, policies and regulations, and the state's equity and diversity and sexual harassment prevention programs and goals.

To be responsible for planning and identifying areas of opportunity for diversity and establishing mid-to-long range goals for the assertive hiring of underrepresented populations.

To be responsible for driving cultural change in support of the state system's ability to attract and retain diverse talent who are responsive to the state's needs.

To recommend and/or develop and implement personnel procedures to provide and promote equal and fair employment practices.

To be responsible for the development and maintenance of data essential to the implementation of the State of Rhode Island's Diversity plan and program.

To collaborate and provide advice to administrators and management personnel on matters of diversity, equity and opportunity as it relates to strategic planning, program adherence and other initiatives.

To be responsible for identifying problem areas and recommend changes in the procedures of equity and diversity programs to increase effectiveness.

To oversee staff in the resolution of complaints or discrimination allegations and/or actions and to recommend and/or initiate corrective action appropriate to the assignment.

To develop partnerships with professionals, various interest groups and organizations to share ideas and develop solutions that promote diversity and equity in the workplace and increases utilization of MBEs.

To monitor, measure, and report on the progress of diversity programs and emerging issues, and to recommend optimal solutions.

To analyze MBE data and trends and make recommendations for growth and development of the program

To be responsible for overseeing the development of metrics for measuring the effectiveness of diversity initiatives, as well as, all operational programs of the office to determine their overall effectiveness.

To attend meetings, conferences, hearings, etc. relative to the functions and operational activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the laws, regulations, principles and practices related to affirmative action, nondiscrimination, equal employment opportunity, minority business enterprise and public personnel administration and the ability to administer, coordinate and successfully implement an equity and diversity program and plan; a thorough knowledge and understanding of human resources management, including recruitment techniques and strategies; a thorough knowledge of applicable state and federal employment related laws and regulations; a thorough knowledge of program planning, development and evaluation methods; a thorough knowledge and understanding of computer-supported database management and data analysis; the ability to analyze statistical reports; the ability to communicate effectively; the ability to deal effectively with administrative, professional and paraprofessional staff; the ability to organize and direct the work of professional and technical staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Such as may have been gained through: possession of a Bachelor's Degree with specialization in Human Resources Management, Public Administration, Political Science, Business Administration, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative capacity dealing with diversity management, equal employment, affirmative action, or a closely related field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 27, 2014