

# **TOMPKINS COUNTY CIVIL SERVICE VACANCY**

## **Inclusion Through Diversity**

### **OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Chief Equity and Diversity Officer

**SALARY:** \$77,163 annually - 2020 Hire Rate. Increases to \$83,865 annually after nine months of employment.

**TYPE OF EMPLOYMENT:** Full-time Provisional pending the next offered Civil Service Examination

**ISSUE DATE:** 06/22/20

**THE FINAL DATE TO FILE APPLICATIONS:** 07/19/20

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 07/20/20

**RESIDENCY WAIVED**

**Location of Position:**

There is currently one full-time opportunity in the title of Chief Equity and Diversity Officer located at the Tompkins County Administration Department. This position will be provisional pending the next offered examination in this title. The selected candidate will have to take and pass the civil service examination and be reachable for permanent appointment on the resulting eligible list. Starting annual rate is \$77,163 and increases to \$83,865 annually after nine months of employment.

**MINIMUM QUALIFICATIONS:**

1. Graduation from an accredited college or university with a Master's Degree in sociology, education, public administration, ethnic studies, communication or a closely related field **AND** three years of progressively responsible full time paid (or the equivalent part time) administrative and management experience; **OR**
2. Graduation from an accredited college or university with a Bachelor's degree in sociology, education, public administration, ethnic studies, communication or a closely related field **AND** five years of progressively responsible full time paid (or the equivalent part time) administrative and management experience; **OR**
3. Any combination of training and experience equal to or greater than that described in (a), or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a managerial position that reports directly to the County Administrator and is responsible for leading the development and implementation of Tompkins County's diversity, equity and inclusion initiatives. This position will collaborate with County leadership and community stakeholders to establish equity as a shared value across the organization and the community. This position will foster an inclusive culture across the County organization to ensure County processes have equitable outcomes. The Chief Equity and Inclusion Officer is responsible for facilitating dialogue and organizational practices that support the development and adoption of equity as a shared value. The position will serve as the technical expert in addressing equity as it is applied to County wide policies, programs, practices, training, contracts and budget decisions. They will collaborate with County department heads and employees to facilitate an organizational culture that institutionalizes the use of an equity lens designed to address institutional barriers that interfere with access and equitable service delivery.

### **TYPICAL WORK ACTIVITIES:**

- Implements the County's Diversity & Inclusion policy & goals;
- Participates in community, regional and statewide equity collaborations on behalf of the County;
- Establishes baseline disparity data targets, and processes to track and report outcomes;
- Provides leadership, guidance, training, and support to internal and external partners in the development and delivery of equity programs and tools; and develops work plans and training materials;
- Provides expert technical guidance and leadership to department heads, management and elected officials on equity and social justice issues affecting County programs and practices based on data and analysis of proposed legislation and regulations related to equity and social justice issues;
- Leads the County's Government Alliance on Race and Equity (GARE) work, working with other County equity leaders;
- Works with WDIC to routinely re-examine policies, legislation and the workplace climate survey;
- Directs, evaluates and coordinates analyses and recommendations regarding race and equity policy issues and long-term plans to address department needs and services and the needs of the community; develops and coordinates reports and supporting materials to be presented to the Legislature for information or action;
- Collaborates with community, local businesses, non profits, colleges, partners to identify and address cumulative impacts of institutional and structural inequities in Tompkins County;
- Develop and implement budgets, cost containment procedures, and program improvement measures;
- May assist in leading County recruitment practices and outreach;
- Manage the preparation of grant applications to ensure adequacy and timeliness;
- Conduct regular national best practices research and comparative analyses to ensure the County's continued progress as a municipal leader in diversity, equity and inclusion;
- Develop and or carefully search out the best available training opportunities for county department heads, management and employees.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the County's Diversity & Inclusion Plan and Policy;
- Knowledge of the practices and procedures of public administration, especially as they relate to county government in New York State;
- Knowledge of concepts, national trends, and current issues related to equity, diversity and inclusion;
- Skill in developing training curriculum and facilitation;
- A passion for advancing racial equity and social justice solutions;
- A demonstrated commitment to community building and engagement;
- Experience and a working understanding of the effective methods of organizational and institutional change;
- Adept at implementing and achieving solutions that are driven by data and leads of measurable outcomes;
- Experience with public policy development and implementation;
- Excellent written communication skills, including analytical report writing;
- Excellent written and verbal communication skills to work effectively with the public, department heads, elected officials, committee chairs, and multi-agency-jurisdictional representatives;
- Ability to understand and communicate the difference between technical and policy issues, and to define the implications of any policy choices for the Legislature;
- Candidate must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness;
- Excellent computer skills that at a minimum include presentation software, financial management software and applications, Microsoft Excel, Word and Access.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Otherwise, the position requires only minimal physical effort which, for the most part, is performed while seated or standing at a desk, but can include some walking and/or handling light boxes or supplies. The employee's ability to communicate (verbally and in writing) must be such that they are able to understand and carry out complex detailed instructions and/or share information to ensure adequate delivery of services. The employee often experiences tight deadlines, rush orders and frequent exposure to distressing human situations. As a result, considerable interpersonal skills are needed to advise and guide program participants on the best use of their benefits and/or to plan and coordinate inter-group cooperation when it comes to coordinating with third-party

providers. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. Operation of such machinery requires considerable precision, manual dexterity, knowledge and skill. There are minimal hazards or risks associated with the performance of this work. The work is performed indoors, in an office setting, in a temperature-controlled environment and the incumbent is not generally exposed to disagreeable working conditions.

Created 8/22/19

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850