

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

TITLE: Chief Equity and Diversity Officer

SALARY: \$105,060.80 Hire Rate - \$110,593.60 Work Rate after 9 months (2025)

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 10/10/25

THE FINAL DATE TO FILE APPLICATIONS: 11/09/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/10/25

RESIDENCY WAIVED

In this exciting role you will lead the development and implementation of Tompkins County's diversity, equity, inclusion, and justice initiatives.

Collaborate to establish equity as a shared value across the organization and the community.

Foster an inclusive culture across the County organization to ensure County processes have inclusive and equitable outcomes.

Facilitate an organizational culture that normalizes the use of an equity lens designed to address institutional barriers that interfere with access and equitable service delivery.

Please submit a cover letter and resume.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college or university with a master's degree **AND** four (4) years of progressively responsible full time paid (or the equivalent part time) experience in diversity, equity, and/or inclusion, human rights, equal employment opportunity, and/or affirmative action; **OR**
2. Graduation from an accredited college or university with a bachelor's degree **AND** five (5) years of progressively responsible full time paid (or the equivalent part time) experience in diversity, equity, and/or inclusion, human rights, equal employment opportunity, and/or affirmative action; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) or (b) above.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

This is a confidential, policy advising position reporting directly to the County Administrator as a member of senior management that is responsible for leading the development and implementation of Tompkins County's diversity, equity and inclusion initiatives. This position will collaborate with County administrative leadership, County legislative bodies and community stakeholders to sustain equity as a core operational value across the organization and the community. Chief Equity and Diversity Officer (CEDO) will also advocate for necessary human and financial resources for implementation. The **Chief Equity and Diversity Officer (CEDO)** is responsible for leading the implementation of Tompkins County's **Institutionalizing Equity framework**, which includes guiding departments in developing and tracking **equity indicators**, embedding equity into policies and practices, and aligning the County's strategic priorities with measurable equity outcomes. As the County's technical expert in equity, the CEDO applies the equity centered framework and lens to the review of policies, programs, contracts, training, and budget decisions—ensuring alignment with federal and state laws, as well as the County's internal standards for equity and compliance. The CEDO will partner with County department heads and employees to identify and dismantle systemic and institutional barriers that interfere with access and equitable service delivery, while also supporting departments in the selection and monitoring of equity indicators tailored to their respective functions. The CEDO will also lead and facilitate Tompkins County's Team Justice Equity Diversity and Inclusion (Team JEDI) as the employee-led core equity team that provides administrative, programmatic and research support for diversity, equity, and inclusion initiatives.

TYPICAL WORK ACTIVITIES:

- Leads the development and publication of the Institutionalizing Equity Report as an annual accountability tool, highlighting department progress, strategic milestones, and system-wide equity initiatives.
- Guides departments in the selection, implementation, and monitoring of equity indicators to assess disparities, inform policy decisions, and track progress toward equitable outcomes.
- Develops and implements the County's Diversity & Inclusion policies & goals;
- Represents the County in community, regional and statewide equity collaborations on behalf of the County Administrator and Legislature;
- Establishes baseline disparity data targets, and processes to track, review and report outcomes;
- 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
- Advocates for sufficient funding and resources in order to implement equity and diversity initiatives and training;
- Collaborate with Human Resources and the County Attorney Office in investigations of complaints of discrimination, and harassment and provide recommendations of resolutions and corrective actions to ensure compliance with anti-discriminatory laws, affirmative action and equal employment opportunity programs and regulations;
- Coordinates policies, processes and procedures for anti-discrimination reporting;
- Leads the County's Government Alliance on Race and Equity (GARE) work, working with other County equity leaders;
- Convenes and facilitates Team Justice Equity Diversity and Inclusion (JEDI) committee and subcommittee meetings, outlining committee projects and related timelines. Collaborates with the Chair/Co-Chair to align efforts between JEDI initiatives, Workforce Diversity and Inclusion goals, and the County's broader equity strategies.
- Designs, coordinates, and delivers annual all-staff equity trainings to build shared language, promote inclusive practices, and strengthen organizational capacity for equitable service delivery.
- Works with the Workforce Diversity and Inclusion Committee to routinely re-examine policies, legislation and the workplace climate survey;
- Provides development, management and oversight over workplace climate survey implementation projects and any other organizational and/or departmental projects relating to diversity and inclusion;
- Directs, evaluates and coordinates analysis and recommendations regarding equity and all related policies 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;
- Develops and implements budgets, cost containment procedures, and program improvement measures;
- Assists advisory boards, county departments and Human Resources with county recruitment practices and outreach as a consultant and offering strategic direction;
- Coordinates with the Office of Human Rights to ensure organizational and community alignment on diversity, equity and inclusion initiatives
- Conducts regular national best practices research and comparative analyses to ensure the County's continued progress as a municipal leader in diversity, equity and inclusion;
- Develops and or carefully searches out the best available training opportunities for county department heads, management and employees.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Demonstrated and sustained commitment to advancing diversity, equity, inclusion, and belonging in organizational settings;
- Strong understanding of national and local trends, and challenges related to racial equity, social justice, and systemic change;
- Experience in designing and facilitating training curriculum for diverse audiences;
- A passion for advancing racial equity and social justice solutions;
- A demonstrated commitment to organizational development 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;
- Candidates must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness;
- Excellent computer skills that at a minimum include presentation software, 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.

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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