

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** Diversity Equity and Inclusion HR Analyst

**DEPARTMENT:** Human Resources

**E-PLAN**  
**SG:E2-6**  
**CS:N**  
**FLSA:N**  
**EEO4CODE:PR**

#### **JOB SUMMARY:**

As a visionary leader and champion for change, develops and oversees the Diversity, Equity and Inclusion (DEI) program for the City through the Human Resources Department. The DEI Analyst will review policies, procedure, and culture of the City in order to identify barriers to DEI and create educational and system improvements in order to create a more diverse, equitable, and inclusive organization.

Performs research and analysis, provides consultation, and makes recommendations to the Human Resources Director and City administration regarding program design and policy development. Works in a highly sensitive public setting, with a variety of federal, state, and municipal regulations, including labor contracts.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Human Resources Director who provides oversight and general direction. Works independently under general supervision and the guidance of City and departmental policies and procedures. Consults with, and works collaboratively with, Human Resources colleagues, the Mayor's office, and management of other City departments.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Provides vision and leadership for the City to create a more diverse, equitable, and inclusive work environment.
2. Develops, implements, and evaluates employee professional development and learning programs to promote cultural understanding and competence in support of anti-racism, diversity, equity and inclusion.
3. Educates and engages staff and leadership on understanding how bias, privilege, and discrimination impact diversity, equity, and inclusion. Creates common language and understanding of the issues in order to improve the culture.
4. Assists executive leadership team on their personal growth toward DEI and representing the overall goals and objectives through daily leadership and "walking the talk".
5. Reviews new and existing personnel policies through a DEI lens, gathers input from Departments or affected parties as necessary, and recommends changes to HR Director. Recommends and assists in the implementation of policies, procedures, goals and objectives to improve DEI initiatives.

6. Conducts research and analysis on best practices and programs, and stays up to date on what other organizations are doing in areas relevant to diversity, equity and inclusion and what levels of success the various program aspects are reaching.
7. Conducts internal assessments related to DEI to assist in organizational culture, policy development, and improvement. Provides coaching and support for City departments to be innovative and adaptive in providing culturally responsive, inclusive and equitable programs and services.
8. Gathers, analyzes and translates data to understand barriers towards diversity, equity, and inclusion. Researches and develops metrics and evaluation processes to assess the effectiveness of DEI initiatives.
9. Stays informed of new employment and discrimination laws, regulations, and trends. Advises HR Director and City management on diversity, equity, and inclusion issues and trends.
10. Functions as the Equal Employment Opportunity Officer for the City. Receives, coordinates investigations, and responds to complaints of employment related harassment and/or discrimination. Coordinate investigations and responses with Legal Department.
11. Participates in Case Team meetings if there are internal allegations of harassment and/or discrimination.
12. Provides appropriate and timely communications and employee education related to DEI initiatives and goals.
13. Works with community partners or external organizations to bring in speakers, trainers and diversity events to the City for both employees and community members.
14. Reviews and updates City branding and images on websites, social media, and internal and external communications to incorporate the DEI vision.
15. Oversees the IDEA Committee and works with HR Account Managers on the creation of affinity groups and the delivery of learning programs to departments.

**ADDITIONAL WORK PERFORMED:**

1. Assists HR Account Managers by providing a different perspective to policies, potential discipline issues, or performance improvement issues.
2. Partners with HR staff on identifying recruitment strategies to engage more diverse candidates.
3. Performs other related work of a similar nature and level.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):****Knowledge of:**

- Federal, state and local statutes, rules and regulations applicable to EEO laws, diversity, equity, and inclusion.
- Demonstrated knowledge in current DEI best practices and trends, including familiarity with key concepts (e.g. racial equity, cultural competence, unconscious bias).
- Principles, practices, and current trends in public HR administration including

- recruitment/selection, performance management, employee training, and organizational development.
- Emotional IQ concepts and application.

**Skill in:**

- Facilitating mutually agreeable resolution to issues with both employees and management.
- Deescalating stressful interactions.
- Conducting research and translating data into strategic plans.
- Oral and written communications; public speaking; interpersonal sensitivity; problem analysis and decision making; time and stress management.
- Presenting and discussing difficult and controversial topics with diverse audiences in a way that promotes productive interactions and positive outcomes.

**Ability to:**

- Plan, organize, and lead teams without direct supervisory responsibilities.
- Maintain the confidentiality and privacy of privileged communications, including employee concerns and program planning.
- Build trust, respect, be authentic, and empathize with others.
- Read, understand, and implement legal and procedural changes affecting work performed.
- Efficiently and accurately utilize a variety of standard office equipment and software applications.
- Conduct analytical research and write professional reports for a variety of audiences.
- Compose and prepare professional business correspondence and training material using standard business English.
- Support and promote programs and foster organizational culture that advance diversity, equity and inclusion goals across the City.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse and phone;
  - Frequently communicate with City officials, staff and the public;
  - Move between work sites;
  - Occasionally transport objects up to twenty-five (25) pounds;

**WORKING ENVIRONMENT:**

Work is performed extensively at a computer workstation in an office environment with occasional fieldwork, where City field or satellite work is conducted. Occasional overnight travel to conferences and training sessions may occur. Work may be performed remotely up to three days per week depending on operational needs.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor’s degree in public administration, human resources, cultural studies, organizational development, or a related field **AND**

- Three years of professional work experience analyzing, making recommendations for and facilitating organizational change related to diversity equity and inclusion, equal employment opportunity, or human resources programs.
- Experience supporting historically underserved populations and people from diverse backgrounds is strongly preferred.
- Experience leading initiatives around diversity, equity, and inclusion strongly preferred.
- Relevant experience with a public sector employer preferred.

In place of the above requirements, a combination of relevant education and experience which demonstrates the knowledge, skill, and ability to perform the essential functions of the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal convictions and local background check.

**PREPARED BY:** E. Monahan  
2/2022

**REVIEWED BY:** \_\_\_\_\_  
Elizabeth Monahan  
Human Resources Director