



CITY OF SEATTLE

TEMPORARY - Diversity, Equity & Inclusion Officer (Ord. Title: Strategic Advisor 2)

SALARY:	\$47.85 - \$71.80 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Temporary - Benefit Eligible
SHIFT:	Day
DEPARTMENT:	Seattle Police Department - Civil Service
BARGAINING UNIT:	Not represented
CLOSING DATE	Continuous

POSITION DESCRIPTION:

Are you a change agent who is passionate about diversity, equity, and inclusion (DEI), who believes that organizations fully embracing DEI are made stronger? If so, join us! The Seattle Police Department (SPD) seeks to reflect the community it serves and to foster an environment where employees can bring their authentic selves to work. SPD is seeking a DEI champion to lead and support projects in support of SPD's DE&I strategy. This leader will influence, manage relationships, and drive impact of DE&I strategic initiatives with stakeholders across leadership and cross-functional teams in the global organization. Utilizing feedback and KPIs for DE&I program performance, the DE&I Officer will track and recommend solutions. This temporary two-year (TLT) position is a pilot program that will become the framework for a permanently requested position. This role will report to the Assistant Chief of the Collaborative Policing Bureau.

JOB RESPONSIBILITIES:

- Provide expert technical guidance and leadership to SPD Command Staff on diversity, equity, and inclusion issues within the department; develop and coordinate key external DE&I partnerships, including recruitment partners.
- Manage strategic DE&I projects and programs, including ideation and initiation, creation and documentation of processes, program roll out and communication, and reporting on program effectiveness and results.
- Coordinate with the City's Race and Social Justice Initiative and ensure that SPD is exceeding expectations set by City Leadership.
- Maintain strong working relationships with and serve as a liaison to the Office of Civil Rights and the City's Workforce Equity & Planning Committee.
- Assists with the planning, scheduling and coordination of DE&I meetings including the design and development of meeting decks and other communications/tools.
- Organize and lead SPD's RSJI Change Team.
- Manage the preparation of SPD's annual Racial Equity Tool kits in collaboration with the SPD Change Team and the SPD Command Staff.
- Evaluate and recommend changes to SPD policy revisions and training initiatives regarding DE&I.
- Identify DE&I Training opportunities for SPD leadership.
- Provide training for SPD employees to create an awareness and understanding of fair and equitable outcomes, with a focus on employees involved in EEO processes.
- Manage regular communications calendar cadence for DE&I updates on strategy, events, programs, and days/months of observance, across all channels within the internal organization, i.e., weekly email communications, monthly leadership meeting slides and tiered daily management updates.
- Leverage data to evaluate DE&I performance to strategic objective metrics and translate data analysis into recommendations for solutions to drive continual improvement.
- Conduct research on key DE&I topics, programs, and initiatives to advance and support DE&I at SPD.
- Champion the values of DE&I in interactions both internally and externally.
- Performs other duties as assigned.

QUALIFICATIONS:

Required Qualifications:

A Bachelor's Degree in education, criminal justice, or related field and 5 years of experience implementing large scale strategies, initiatives, projects or (or a combination of education and/or training and/or experience which provide an equivalent background required to perform the work).

Desired Qualifications:

- Familiarity and understanding of law enforcement structure and demonstrated experience with effectively managing the afforded challenges
- Willingness to obtain DE&I certification training, if not already certified
- Previous Equity Program Management, Human Resources or Diversity and Inclusion experience preferred
- Ability to manage cross-functional projects, as demonstrated by previous experience coordinating deadlines and deliverables with multiple stakeholders
- Strong oral and written communications skills including presentation skills
- Strong collaboration and relationship building skills

Position Requirements:

Must pass a Seattle Police Department background investigation.

ADDITIONAL INFORMATION:**Additional Information about the Department:**

The Seattle Police Department is comprised of approximately 1,500 dedicated law enforcement professionals all committed to creating and fostering a work environment that is collaborative, innovative, and leading the way in law enforcement principles and practices. Ours is a culture that encourages top performers to adhere to a standard of excellence in the identification of and resolution to complex challenges. The Seattle Police Department values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities, and veterans are encouraged to apply.

How to Apply:

Apply online at <http://www.seattle.gov/jobs>. **Job Number 2022-00381.**

APPLICATIONS MAY BE
FILED ONLINE AT:
Job #2022-00381

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AP

<http://www.seattle.gov/jobs>

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.
