



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/17/24

Agency: Oregon Employment Department

Facility: Central Office - Salem

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt. Svc – Supervisory
[] Mgmt. Svc – Managerial
[] Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 2
b. Classification No: 0871
c. Working Title: Equity and Inclusion Coordinator
d. PPDB No/WD ID: 2311210
e. Section Title: Equity and Inclusion Office
f. Agency No: 47100
g. Employee Name: Vacant
h. Budget Auth No: 142885
i. Supervisor Name: Teresa Rainey
j. Repr. Code: OAH
k. Work Location (City – County): Salem-Marion (Hybrid)

I. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [] Job Share

m. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive/Supervisory [] Administrative [] Professional [] Computer
n. Eligible for Overtime: [x] Yes [] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Employment Department is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the unemployment insurance (UI) program for Oregon workers and business (Unemployment Insurance and Contributions and Recovery divisions); recruiting and referring applicants to job openings and assisting job seekers in their employment searches (Workforce Operations division); developing and distributing workforce and economic information (Workforce and Economic Research); administering a paid family and medical leave insurance program for Oregon workers and businesses (Paid Leave Oregon and Contributions and Recovery divisions); and providing administrative services to the Office of Administrative Hearings, which adjudicates citizen and business disputes with agencies.

The Oregon Employment Department fosters fairness, equity, and inclusion to maintain a workplace environment where everyone is treated with respect and dignity regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking. This policy applies to every aspect of our employment practices, including recruitment, hiring, retention, promotion, and training. A goal of the Oregon Employment Department is to become an employer of choice for individuals of all backgrounds and promote an inclusive workplace culture that encourages diversity and allows employees to excel.

The Equity and Inclusion Office (EIO) supports departments in making sure policies, procedures, and programs are inclusive and do not cause harm. Customers and employees of the Employment Department may be part of communities and groups that experience marginalization, and the Equity and Inclusion Office recognizes that their identities may impact their outcomes at OED. In response, this office helps to reduce barriers as well as increase access to the resources and opportunities offered at the agency.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The Equity and Inclusion Coordinator contributes to and implements programs designed to meet agency divisions' goals of a diverse and inclusive workforce and continually advance our partnership and systems to provide innovative services to Oregon's diverse people and businesses. Responsibilities include creating, implementing, and adapting the agency's long-range equity and inclusion plans, goals, objectives, and milestones across multiple divisions and evaluating program effectiveness. Outcomes include increasing the diversity of the divisions' workforces and reducing barriers to employment faced by protected classes and those under-represented; engaging the organization in dialogue and training that promotes understanding, respect, and inclusion in the work environment; and collecting data, conducting analyses, and providing reports on the agency's progress related to equity, inclusion, affirmative action, and retention of a diverse workforce. The position also assists multiple divisions in interpreting and adapting an equity framework analysis to ensure that all Oregonians can successfully access the agency's services and employment opportunities regardless of their identity.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
30%	N	E	Program Development and Implementation: Contribute to and implement programs designed to meet the agency's goals of a diverse and inclusive workforce and continually advance our partnership and systems to provide innovative services to Oregon's diverse people and businesses. This includes programs such as affirmative action; career development; succession; internship;

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			<p>mentorship; and apprenticeship.</p> <p>Assist in project management and communications strategies, devise metrics and conduct program assessments. Assist in planning projects, identifying project scope, required training, and resources. Identify potential risks and difficulties, and design strategies to mitigate or avoid them. Identify and collaborate with stakeholders. Verify quality of project deliverables.</p> <p>Assist in ensuring that programs are created and analyzed using an equity framework and are compliant and consistent with current federal and state guidelines and best practice.</p> <p>Advise executive leadership and management on benefits of different policy options. Assist in policy task forces comprised of division staff and external stakeholders to address policy changes. Research current trends in equity, inclusion, and affirmative action and formulate policies and suggest legislative changes to support philosophy or changes in practice. Analyze policy proposals and recommend agency action based on probable political and public reaction to changes in policy.</p>
30%	N	E	<p>Partnerships and Engagement: Staff and contribute to task forces, including OED's Equity and Inclusion Council and external work groups. Work with managers and employees on cultural literacy and awareness by leading work place discussions or workshops.</p> <p>Management Teams: Assist in creating reports on divisions' progress toward meeting their affirmative action goals and on issues of equity, diversity, discrimination, and harassment.</p> <p>Promote a culturally competent and diverse work environment by interacting with diverse community partners and stakeholders. Develop strategies for connecting businesses and job seekers. Develop career paths and reduce employment barriers for under-represented groups. Promote contracting with minority and women owned businesses.</p> <p>Organization and Talent Development: Work in concert with department trainers to develop and deliver training and workshops to increase cultural awareness throughout the agency.</p>
10%	N	E	<p>Recruitment and Retention: Provide guidance to increase the diversity of the division's workforce and reduce barriers to employment faced by protected classes and those under-represented. Consult with human resource recruitment analysts, business partners, and hiring managers on effective strategies to recruit, hire, promote, and retain a diverse workforce.</p>
15%	N	E	<p>Diversity, Equity, and Inclusion Education and Advocacy: Provide guidance and coaching in engaging multiple divisions in dialogue that promotes understanding, respect, and inclusion in the work environment.</p>

			<p>Provide vision, direction, counsel, and leadership to all employees in areas of equity, diversity, and inclusion in their daily work, and in the programs.</p> <p>Actively promote and articulate the agency's values and goals of a diverse and inclusive organization and provide guidance to achieve these goals.</p> <p>Keep divisions informed of the latest developments in affirmative action, equal opportunity, non-discrimination and harassment compliance, policies, and laws.</p>
15%	N	E	<p>Equity, Reporting, and Compliance: Assist in collecting data, conduct analysis, and provide reports on the division's results related to equity, inclusion, affirmative action, diversity and other relevant information.</p> <p>Identify potential affirmative action/equal employment, discrimination and harassment problems and offer options for solution and correction as appropriate and required by federal and state laws, regulations and guidance.</p> <p>Evaluate program effectiveness through comprehensive research.</p> <p>Develop processes for systematic organizational improvement.</p> <p>Design and oversee the collection of data for organizational surveys; analyze data, evaluate findings and recommend policy and operational changes. Support business planning efforts by giving consultative advice on organizational improvement methods. Use data to inform and influence strategic planning and decision-making.</p>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Primarily an office or remote work environment. Position may require extra work hours for travel to attend evening or daytime meetings and participate in outside events. Position requires daily interaction with individuals with varying backgrounds, interests, concerns, needs and levels of authority and responsibility. Position requires occasional statewide travel.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal and state laws and directives covering civil rights, wages, hours and working conditions, leave laws, disability statutes, and other employment matters. Executive Orders, State Personnel Relations Law (ORS 240), Public Employees Collective Bargaining Act (ORS 243), SEIU/OPEU and AFSCME Collective Bargaining Agreements, DAS Human Resources Services Division policies and Oregon Administrative Rules, and department policies and procedures.

b. How are these guidelines used?

They are researched and considered to establish legal parameters for developing and recommending division programs and action plans. Guidelines are followed to set a framework in making recommendations, and developing programs, processes, and educational materials.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Equity and Inclusion Council	Phone/e-mail, meetings, correspondence	Discuss equity and inclusion strategies, train, and provide information, tools, and consultation.	Monthly and as needed
Division Managers & Executives	Phone/e-mail, meetings, correspondence	Discuss equity, inclusion and affirmative action plans, train, and provide information, tools, and consultation. Recommend equity and inclusion strategies and plans, train, and provide reports and consultation.	As Needed
Division Staff	Phone/e-mail, meetings, correspondence	Inform and train staff on equity and inclusion. Promote collaboration, values, and positive culture.	As Needed

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Develops programs across multiple positions to improve policies and practices to support a more diverse and culturally competent workforce and programs. Recommends how to handle sensitive equity, inclusion, diversity, and affirmative action management concerns and determines appropriate responses. Inappropriate decisions can lead to unfair treatment of employees and subject the agency to adverse legal actions and costly resolution of issues.

Determines effectiveness of contract language, policies, procedures, recommends changes as needed. Incorrect decisions related to bargaining agreements, rules and laws can subject the agency to adverse legal actions and costly resolution of issues.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
DEI Manager 2	51310	In-Person or by phone/e-mail/video	Weekly	Review results, communications, decisions, and recommendations.

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires successfully passing a criminal records check, which may require a fingerprint-based records check, as a condition of employment.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

Appointing Authority Signature

Date