

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> DEI Program Administrator	<b><u>CLASS NUMBER:</u></b> 10263	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Office of Diversity, Equity & Inclusion	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180 Days
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N19	<b><u>POSITION CONTROL #:</u></b> 020039
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR:</u></b> Chief Economic Equity & Inclusion Officer
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Diversity, Equity and Inclusion (DEI) Program Administrator Classification is to ensure Franklin County programming furthers the mission of the County while supporting a diverse, equitable and inclusive culture.

**JOB DUTIES:**

The DEI Program Administrator will assist in the analysis and coordination of programming to further strengthen our Franklin County Board of Commissioner workforce. In collaboration with Franklin County Human Resources, the DEI Program Administrator will work with temporary agencies, temporary employees, BOC skilled trade positions, and support service positions to help provide recruitment, retention, and professional development efforts for the BOC County Futures program or similar programs. The DEI Program Administrator will further the mission of advancing diversity, equity, and inclusive excellence throughout the Board of Commissioner Agencies and county partnerships. The DEI Program Administrator will oversee and lead collaborative efforts with outside partner organizations and communities to support the growth of diverse, underrepresented, and inclusive employment at BOC agencies.

The Program Administrator will assist in the systemic analysis of DEI efforts at the County and focus on supporting team members, growing equitable advancement opportunities, strengthening operations, and championing leadership. The Program Administrator will assist in leading the development of the County Futures program that includes strategic planning, enrollment, and activities. The Program Administrator will serve as the primary adviser to the Chief Economic Equity and Inclusion Officer on job placement and professional development opportunities for staff involved in the County Futures program. The Program Administrator will assist in setting measurable goals to advance diversity, inclusion, equity, and accessibility to BOC labor services positions while embracing differences, encouraging opportunities, and raising awareness of barriers for employment. The Program Administrator will work closely with BOC Health and Human Services agencies to help provide wrap-around case management that would prevent one from maintaining employment.

Create and promote diversity-oriented events and training, minority and protected class inclusion programs, cross-cultural workshops, and identifying systematic barriers and opportunities for change/improvement. The DEI Program Administrator will be charged with the compilation of best DEI practices, promoting DEI, normalizing and operationalizing the importance of DEI, and ensuring continued compliance with government regulations; recruitment and applicant screening to ensure racial equity in the hiring process.

The DEI Program Administrator will work with employees across all levels of the organization, addressing concerns and identifying specific needs. This position will be called on to coach the entire population or may work with small groups or individual employees as needed. Mitigate diversity-based disputes and accusations of discrimination against the organization or other employees if required and maintain and update EEO and agency affirmative action policies, diversity and inclusion plans, and statistical data for all agencies reporting to the County Commissioners.

The DEI Program Administrator will represent the department and the County at related DEI programming and events internally and externally; identify champions of diversity, equity, and inclusion. Maintain regular and predictable attendance.

These duties are illustrative only, and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of diversity, equity and inclusion issues and pathways to cultural change; employee training and development; human resources development; public relations; office management; office practices and procedures; agency policy and procedures; government structure and process; counseling; interviewing; law; leadership principles. Skill in word processing; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with many variables and determine specific action; add, subtract, multiply and divide whole numbers; comprehend simple sentences with common vocabulary; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; prepare presentations and deliver speeches and/or

training before specialized audiences and general public; cooperate with co-workers on group projects; answer routine telephone inquiries from county employees; handle sensitive inquiries from and contacts with officials and general public; resolve complaints.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in personnel administration, human resources, or related field with three (3) years of human resources experience and/or diversity, equity, and inclusion experience.

**Additional requirements:**

No special license or certification is required.

**Supervisory Responsibilities**

Ability to assign, review, plan, provide leadership and coordinate the work of the council and vendors.

**UNUSUAL WORKING CONDITIONS:**

Hours outside normal work schedule may be required.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date