

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

<b><u>CLASSIFICATION TITLE:</u></b> Diversity, Equity & Inclusion Administrator	<b><u>CLASS NUMBER:</u></b> 10264	<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
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N19	<b><u>POSITION CONTROL #:</u></b> 20038
<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) Classification will ensure that Franklin County provides an advanced diverse, equitable and inclusive culture, integrating the principles of DEI in our team members, processes, and services to provide every resident, excellent and efficient service, every day.

**JOB DUTIES:**

The Diversity, Equity and Inclusion (DEI) Administrator will assist in creating a roadmap to further strengthen our mission of advancing diversity, equity, and inclusive excellence throughout the Board of Commissioner Agencies and county partnerships.

The DEI Administrator will be responsible in assisting with the systemic analysis of DEI efforts at the county and will focus on supporting team members, growing equitable advancement opportunities, strengthening operations, and championing leadership. The DEI Administrator will help facilitate the Race Equity Council meetings. The Council will set measurable goals to advance diversity, inclusion, equity, and accessibility in our workforce while embracing differences, encouraging conversations, and raising awareness. Activities and results will be reported to the Chief Economic Equity and Inclusion Officer. The Council will create champions to continue the efforts of diversity, equity, inclusion, and accessibility at Board of Commissioner Agencies.

Other duties include, but are not limited to, the creation and promotion of diversity-oriented events and training, minority and protected class inclusion programs and cross-cultural workshops, and, identifying systematic barriers and opportunities for change/improvement. The DEI 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 Administrator will work with employees across all levels of the organization, addressing concerns and identifying specific needs. The DEI Administrator will be called on to coach the entire population or may work with small groups or individual employees as needed. The DEI Administrator may mitigate diversity-based disputes and accusations of discrimination against the organization or other employees if needed and maintain and update EEO and/or agency affirmative action policies, diversity and inclusion plans and statistical data for all agencies reporting to the County Commissioners.

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; leadership; human resources development; public relations; office management; office practices and procedures; agency policy and procedures; government structure and process; counseling; interviewing; law. 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:**

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Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: \_\_\_\_\_

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 six (6) 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