

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
DIVERSITY, EQUITY AND INCLUSION OFFICE
DUTY STATEMENT**

INCUMBENT:

JOB TITLE: Chief Diversity and Inclusion Officer (CDIO) (CEA B)

STATEMENT OF DUTIES: Under the direction of the Chief Deputy Attorney General, the CDIO serves as the senior diversity, equity and inclusion (DE&I) advisor and expert to the Attorney General and Chief Deputy. The CDIO will build and maintain an organizational culture that promotes an inclusive and diverse workforce and establishes external and internal equity. The CDIO is responsible for developing and providing overall management and direction of the Department's DE&I Office as well as DE&I programs and practices throughout the Department.

SUPERVISION RECEIVED: Reports directly to the Chief Deputy Attorney General and will also take direction from the Attorney General.

SUPERVISION EXERCISED: Directly supervises a team of Staff Services Manager I Specialists. May provide guidance to partners within the Office of Human Resources and the Equal Employment Rights and Resolution Office.

TYPICAL WORKING CONDITIONS: Enclosed-, windowed-office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Strategic Leadership, Reporting and Guidance

Provides vision and leadership to effectively integrate inclusion into the workplace by working closely with Department leadership, the Equal Employment Rights and Resolution (EER&R) Office, the Office of Human Resources (OHR), and stakeholders to shape and implement strategies aligned with the Department's strategic DE&I plan, vision and related goals. Collaborates with Department leadership to introduce DE&I best practices into institutional employment and workplace practices, including business practices and programming. In collaboration with the Division of Operations (OPS) and Department management, oversees the development and communication of related departmental DE&I policies, standards and procedures. Serves as the senior advisor to Department management on initiatives and issues related to DE&I and identifies opportunities for institutional improvement. Collaborates with and provides assistance to Department management to create awareness, understanding, and effective use of an equity lens in developing and implementing programs to achieve fair and equitable outcomes. Serves as an advocate, mentor and resource for concerns and issues related to DE&I. Directly supervises a team of Staff Services Manager I Specialists. Works in

conjunction with the OHR to collect, analyze, monitor, review and disseminate institutional data to benchmark and promote accountability for DE&I at the Department. May provide guidance to partners within OHR and the EER&R Office on DE&I initiatives.

20% Engagement of the Employee Advisory Committees

Works in collaboration with the EER&R Office and meets periodically with the Department's Employee Advisory Committees (EACs) to promote engagement and contributions aligned with the Department's overall DE&I initiatives; and interfaces with employees at all levels to foster an environment of engagement with DE&I, collaboration, high performance standards, learning, and continuous improvement.

20% Retention and Recruitment Program Development

Works closely with the Department's Recruitment Office to develop and deploy initiatives to broaden the Department's outreach to diverse, qualified candidates. Partners with hiring leaders, EACs and the OHR to develop retention strategies for the Department.

15% Education, Communication and Outreach

Works with division Management to create mentorship programs that foster opportunities for all interested employees. Represents the Attorney General and Chief Deputy as a liaison with several state, local and federal agencies, associations, and advocacy groups. Serves as a spokesperson on matters related to DE&I. Develops and maintains strategic relationships with associations, advocacy groups, organizations, and other state agencies and stakeholders focused on the Department's DE&I initiatives.

Works in collaboration with the Communications Office to create and implement communication strategies and content management for training, web resources, social media and print materials to support DE&I related initiatives both internally and externally.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee's Signature

Date

Supervisor's Signature

Date