



DEED is looking for a Diversity & Inclusion Director to join our extraordinary organization. Our mission, “*To empower the growth of the Minnesota economy, for everyone,*” is more important than ever, and we seek someone who is passionate about championing our efforts to make DEED an even more diverse and inclusive employer of choice.

We are an organization of *people helping people* with employees who take great pride in their work and focus on the following values:

- Focus on the customer
- Communicate early and often
- Seek solutions
- Create inclusion
- Encourage new ideas
- Be gracious

In collaboration with our leaders you will lead, design, and implement DEED's Diversity & Inclusion (D&I) framework, strategy, and goals that support a diverse and inclusive culture. This position will serve as a guiding resource and partner to leaders on D&I best practices and programs, and lead DEED's compliance with federal and state civil rights legislation, regulations and guidance.

Job Class: State Program Admin Manager Senior

Working Title: Director of Office of Diversity and Equal Opportunity

Job ID: 40605

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Who May Apply: Open to all qualified job seekers

Date Posted: 12/1/2020

Closing Date: 12/17/2020

Hiring Agency/Seniority Unit: MN Department of Employment and Economic Development

Division/Unit: Commissioner's Office/ Operations

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: Yes

Salary Range: \$36.54 - \$52.57 /hourly; \$76,296 - \$109,766 /annually

Classified Status: Classified

[Connect 700 Program Eligible:](#) Yes

Job Summary

The Director of Diversity and Inclusion is responsible for developing and implementing a comprehensive diversity, inclusion and engagement strategy. These strategies will build the DEED culture, ensure higher levels of engagement and performance within the organization, and align DEI programs and initiatives to our mission. The incumbent will manage a team that focuses on ensuring our policies, processes and practices support a culture of inclusion and belonging at all levels and comply with state and federal laws.

Responsibilities:

Develop, direct and implement strategies, initiatives and policy for DEED's business units and their systems so that worksites and program services are accessible and useable by all customers.

Advise on strategies to facilitate change management, difficult conversations and creative problem solving to ensure long/short range plans, policies, procedures, hiring practices and actions reflect the department's commitment to inclusion.

Apply knowledge of state and federal employment law and civil rights laws to collaboratively advise leadership on workplace and service delivery issues.

Develop and maintain processes and procedures for managing complaints regarding discrimination, discriminatory harassment, accessibility, and reasonable accommodation. Ensure program compliance with all federal and state civil rights legislation, regulations or guidance. Manage and conduct employee investigations related to protected group discrimination or sexual harassment.

Design and coordinate EO/AA/ADA information and training to ensure policies, compliance, and agency goals are understood and promoted by department employees, managers/supervisors, employers, and partners.

Manage the Office of Diversity and Equal Opportunity so that staff is provided adequate resources, direction and supervision to enable them to meet DEED's objectives and fulfill DEED's mission.

This vacancy is being reposted in order to gain additional interested applicants. This vacancy was previously posted from June 12 - July 9, 2020 and from August 22 - September 4, 2020. If you already applied, you do not need to reapply as your application is still under consideration.

Minimum Qualifications

Six years professional experience in affirmative action, compliance, or human resources.

- A Juris Doctor (J.D.) will substitute for 2 years of professional experience
 - A master's degree in human resources or related field, as determined by the agency, will substitute for 1.5 years of professional experience in affirmative action, compliance, or human resources.
 - A Bachelor's Degree in human resources or related field, as determined by the agency will substitute for 1 year of professional experience in affirmative action, compliance, or human resources.
- Three (3) years of supervisory, managerial, or leadership experience.
- Demonstrated knowledge of employment and civil rights issues, laws, and regulations including ADA/AA/EEO.

AND professional experience in 4 or more of the following areas:

- Collaborating on the implementation of strategic departmental objectives related to any of the following; affirmative action, diversity/inclusion, ADA, equal opportunity, or civil rights.
- Providing consultation to all levels of the organization on employment and civil rights laws.
- Applying knowledge of employment and civil rights laws to day-to-day employer operations.
- Implementing diversity and inclusion best practices.
- Conducting cross cultural facilitation or dispute resolution.

- Developing Affirmative Action Plans.
- Conducting employee investigations related to protected group discrimination or sexual harassment.

Preferred Qualifications

- Design and coordinate the delivery of affirmative action, diversity and inclusion training to all levels of an organization.
- Experience in organizational cultural change initiatives such as promoting diversity and inclusion.
- Juris Doctor (J.D.), or master's degree in human resources or a related field as determined by the agency.
- Professional experience responding to EEOC claims representing the employer.

Additional Requirements

This position requires successful completion of the following:

Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance. It includes contact with the applicant's current and/or former employers.

A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.

When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license and record check will be conducted.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Diane Worms at diane.worms@state.mn.us

Connect 700 (C700) applicants must email their certificate to diane.worms@state.mn.us by the posting close date to be considered as a C700 applicant.

The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs

assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at 651-259-7089 or Karen.Lilledahl@state.mn.us. Please indicate what assistance is needed.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.