



Code: 3051

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Human Relations

CLASS TITLE: SENIOR EQUITY OFFICER

CHARACTERISTICS OF THE CLASS

Under direction, manages and participates in the administration of racial and social equity policies and practices for a City department; and performs related duties as required.

ESSENTIAL DUTIES

- Oversees the development of resources and strategies to promote racial and social equity work within a department's operations and services (e.g., access to affordable housing, library programming, healthcare services, etc.)
- Directs the development of goals and strategies that promote equity and inclusion in department processes, practices, and policymaking
- Directs the development of an infrastructure to sustain the department's commitment to equity
- Participates on a department's senior executive team providing expertise and guidance on policy and strategy initiatives that advance equitable outcomes
- Oversees the work of subordinate staff (e.g., assigning and reviewing work, approving time off requests, preparing staff performance evaluations, and administering disciplinary actions)
- Manages and participates in the development of outreach and engagement policies, procedures, and plans to facilitate the effective inclusive delivery and participation of department initiatives and projects and to engage and increase stakeholder participation
- Provides leadership, guidance, and training, to departments and agencies in normalizing concepts of racial equity, organizing staff to work together for transformational change, and operationalizing new practices, policies, and procedures that result in more fair and just outcomes
- Partners with departmental divisions and external organizations to implement programming to effectively support and advance equitable outcomes for communities
- Analyzes legislation and policies providing expert technical guidance to management on equity policies impacting department programs and practices
- Ensures cohesiveness in department plans with the City's overall equity and racial justice initiatives
- Ensures department programs and services nurture narratives and practices that embrace belonging, mutuality, and unity
- Cultivates and maintains partnerships with community members, delegate agencies, Aldermen, and stakeholders to identify needs and create diverse solutions at the departmental level
- Manages and monitors data relevant to department racial and social equity gaps, impact analysis and gains and develops metrics to measure the effectiveness of equity goals
- Utilizes evidence and data to oversee the development of responsive and meaningful solutions to improve department programs and services
- Manages and tracks department action items and deliverables across multiple racial and social equity initiatives and working groups
- Directs outreach and community engagement with all City neighborhoods to ensure communities have equitable resources

- Acts as a liaison with the Mayor's Office of Equity and Racial Justice (OERJ) and the Office of Community Engagement
- Manages the department's efforts to ensure transparency and accountability in equity practices across the department
- Develops public awareness strategies and outreach activities for the department's equity programs and services
- Stays current on emerging issues and trends in racial and social equity
- Ensures the training of managers and front-line staff on racial and social equity policies, procedures, and resources
- Directs the preparation and submission of comprehensive reports, dashboards, and studies
- Represents the department on equity issues in a variety of forums

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, PLUS four (4) years of work experience in the administration of diversity, equity, racial, and/or social justice programs, of which one (1) year is in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Master's degree or higher, PLUS three (3) years of work experience in the administration of diversity, equity, racial, and/or social justice programs, of which one (1) year is in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *principles and practices of equity, racial and social justice program planning, development, implementation, and evaluation

- *diversity, equity, inclusion and multiculturalism concepts and issues
- *the particular needs, issues, and concerns of specific communities or groups
- *community outreach, engagement, and public awareness campaigns

Moderate knowledge of:

- *research methods, analysis, and techniques
- *data analysis and report writing
- *methods and techniques of delivering presentations and public speaking
- project management principles

Knowledge of applicable City ordinances, policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Equity Officer class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *INSTRUCTING – Teach others how to do something
- *MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *SOCIAL PERCEPTIVENESS – Demonstrate awareness of others' reactions and understand why they react as they do
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *SERVICE ORIENTATION - Actively look for ways to help people

Other skills as required for successful performance in the Equity Officer class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Equity Officer class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Equity Officer class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2021; May, 2025