



**METROPOLITAN GOVERNMENT OF NASHVILLE &
DAVIDSON COUNTY**

Department of Human Resources

<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>

Invites Applications For The Position Of:

Workforce Diversity Manager

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

SALARY: \$71,522.84 - \$85,975.06 Annually

DEPARTMENT: Human Resources

OPENING DATE: 11/06/20

CLOSING DATE: 11/22/20 11:59 PM

POSITION DESCRIPTION:

This is a Civil Service position in Human Resources responsible for design, development, implementation, and delivery of strategic recruiting and training programs focused on diversity, equity, access, inclusion, and dialogue around social justice. This position will utilize hiring best practices and outreach methodologies to market Metro Government as an employer of choice. Performs related duties as required.

TYPICAL DUTIES:

- Provides vision, leadership, management, and strategic planning for diversity and inclusion initiatives across Metro Government. Aligns objectives and strategic plans with the diversity mission, vision and goals of the organization.
- Develops diversity-related programs, education plans, training, and communications directly, as well as engaging outside expertise.
- Creates comprehensive recruitment strategies including advertising plans, outreach, trainings and tracking.
- Designs, develops and implements innovative outreach programs using diversity and inclusion best practices in support of Metro Government's strategic initiatives.
- Researches best practices for full life cycle recruitment programs, with a focus on diversity and inclusion.
- Creates and maintains a qualified candidate pool through frequent contact and notifications of positions.
- Develops social media strategies to position Metro Government as an employer of choice.

- External Metrics: In conjunction with the HR Director, tracks talent acquisition metrics and provides data on a regular basis.
 - Monitors and evaluates effectiveness of programs and adjusts as needed.
- Internal Metrics: Supports providing monthly and quarterly metrics for the organization's D&I and Equity Dashboard to ensure accountability, tracking, and monitoring of efforts. Ensures ongoing attention to departmental support, benchmarking and best practices with respect to diversity and inclusion based upon the priorities outlined by the Chief Diversity Equity & Inclusion Officer and HR Director. Periodically assesses, both qualitatively and quantitatively, productivity and success of programs, policies, and services. Prepares periodic reports for presentation to senior leadership. Monitors and evaluates effectiveness of programs, adjusts as needed.
- Collaborates with hiring departments to create diversity and inclusion plans for recruitments as well as ongoing outreach programs. Provides guidance and acts as the subject matter expert.
- Provides training and support to hiring managers or SME's, and search committee members on strategies regarding diversity and inclusion, including inclusion advocacy.
- Ensures compliance with federal, state and local requirements.
- Responds to inquiries or issues requiring an interpretation of Civil Service rules or policies; responds to EEOC charges, applying a working knowledge of basic principles of EEO and other employment laws when responding to employee relations issues, investigates claims of discrimination and harassment, prepares reports of findings, and makes recommendations for action; investigates employee complaints and formal grievances.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university and four (4) years of experience in organizational diversity and inclusion, human development, training, change management, or a related field.

NO SUBSTITUTION

Candidates with accreditations earned in a foreign institute are encouraged to apply.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of human resources principles, employment practices, laws, regulations and trends.
- Thorough understanding and mastery of diversity and inclusion issues in a complex organizational setting
- Skill in gathering and analyzing data and presenting statistical and narrative reports.
- Skill in problem-solving, conflict resolution, and decision making
- Skill in interpreting, explaining and applying pertinent laws, rules, regulations, policies, guidelines
- Ability to develop senior-level recruitment and retention, identity development, access and equity, training, and HR/employment strategies designed to foster workplace and workforce diversity.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>

Position #21100E
WORKFORCE DIVERSITY MANAGER
ME

Human Resources Department
404 James Robertson Parkway, Suite 1000
Nashville, TN 37219
(615) 862-6640

metrojobs@nashville.gov

Requests for ADA accommodation for the recruitment process should be directed to 615-862-6640.

Workforce Diversity Manager Supplemental Questionnaire

- * 1. Do you have a valid Driver License?
 Yes No

- * 2. What is the highest level of education you have completed?
 No Diploma
 High School Diploma or equivalent
 Associate's Degree
 Bachelor's Degree or higher

- * 3. How many years of experience in organizational diversity and inclusion, human development, training, change management, or a related field do you have?
 No Experience
 1 year
 2 years
 3 years
 4 or more years

- * 4. Briefly describe your experience in organizational diversity and inclusion, human development, training, change management, or experience in a related field.

- * Required Question