



## **Assistant Director of HR and Racial Equity**

December 2021

The **Village of Oak Park**, Illinois, a dynamic community, located just eight miles west of Downtown Chicago, is accepting applications to fill the **Assistant Director of HR and Racial Equity** position. This newly created position supports the management of activities and operations of the Human Resources Department and collaboratively develops and drives an organization-wide racial equity and social justice strategy, ensuring timely execution of objectives, and continuously monitoring the progress towards reaching milestones. The incumbent will lead and provide subject matter expertise to the leadership team in the development and implementation of equity initiatives, both internal and external.

The ideal applicant should have excellent customer service skills, strong written and oral communication skills, experience effectively multi-tasking, strong analytical abilities, good time-management skills and the ability to address Human Resource matters at varying levels of complexity. The ideal applicant will have five years of Human Resources experience with a focus on equity or anti-racism work. Background in municipal government or related field is a plus. Five years of demonstrated supervisory experience is also strongly preferred.

The ideal applicant should possess training equivalent to a Bachelor's degree from an accredited college or university with major course work in Human Resources, industrial psychology, or a related field, or a combination of experience and education that is equivalent.

### **The ideal applicant will be able to accomplish the items listed below:**

- Assist the Director with the management responsibility for Human Resources Department services and activities. May serve as Human Resources Director in the absence of the Human Resources Director.
- Consult Village of Oak Park leaders in developing and implementing a Racial Equity and Social Justice Action Plan and Racial Equity Toolkit for the purpose of integrating diversity, equity and inclusion management goals and strategies into all organizational and planning processes and practices. This includes leading community engagement, developing and presenting research, identifying key indicators and performance measures, communicating and reporting progress and ensuring that racial equity serve as a key component of decision-making within the Village organization.
- Lead and support the Village organization's Equity Team for the purpose of developing and implementing racial equity metrics to benchmark organizational progress toward goals.
- Provide training and support to internal stakeholders in implementing Racial Equity Action Planning Tools or strategies to further racial equity goals.
- Conduct comprehensive review of Village policies, procedures and other practices utilizing Racial Equity toolkit.
- Serve as a community resource, thought partner and subject matter expert on racial equity and social justice.
- Assume responsibility for racial equity tasks within the organization including building and maintaining relationships with relevant internal and external resources, thought leaders, community partners and vendors.
- Oversee the efficacy of the Racial Equity and Social Justice Action Plan, tracking and monitoring relevant data to determine if the Village is advancing its racial equity goals.
- Manage the development and implementation of Human Resources Department goals, objectives, policies and priorities.

- Support the development and administration of the Human Resources Department budget.
- Represent management in labor contract negotiations; coordinates and conducts grievance hearings and monitors and assists with employee/labor relations matters and challenges.
- Respond to and resolves difficult and sensitive citizen and employee inquiries and complaints; investigates and makes appropriate recommendations.
- Perform related duties and responsibilities as assigned.

### **Supervisory Responsibilities**

The Assistant Director of HR and Racial Equity will receive general administrative direction from the Assistant Village Manager/HR Director.

### **Compensation, Benefits, Experience and Training**

The compensation for this position is \$100,000 +/- DOQ. This is an exempt, non-union position. For more information about this Assistant Director of HR and Racial Equity position or to apply, visit: [www.oak-park.us/jobs](http://www.oak-park.us/jobs). Submit applications and resumes by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL, 60302; or by e-mail to [jobs@oak-park.us](mailto:jobs@oak-park.us). The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave and other benefits. Applications will be accepted until filled. Open until filled.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



## ASSISTANT DIRECTOR OF HR & RACIAL EQUITY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### DEFINITION

Under the direction of the Assistant Village Manager/Director of Human Resources, the Assistant Director of HR & Racial Equity supports the management of activities and operations of the Human Resources Department and collaboratively develops and drives an organization-wide racial equity and social justice strategy, ensuring timely execution of objectives, and continuously monitoring the progress towards reaching milestones. This employee will ensure the organization employs strategies to attract, develop and retain members of underrepresented groups and engages the broader community to assure that diversity is fairly represented at the Village of Oak Park. The incumbent will lead and provide subject matter expertise to the leadership team in the development and implementation of equity initiatives, both internal and external.

### SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Director of Human Resources.

Exercises supervision over administrative and support staff.

EXAMPLES OF DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

#### Essential duties and responsibilities

1. Assists Director with the management responsibility for Human Resources Department services and activities. May serve as Human Resources Director in the absence of the Human Resources Director.
2. Consults Village of Oak Park leaders in developing and implementing a Racial Equity and Social Justice Action Plan and Racial Equity Toolkit for the purpose of integrating diversity, equity and inclusion management goals and strategies into all organizational and planning processes and practices. This includes leading community engagement, developing and presenting research, identifying key indicators and performance measures, communicating and reporting progress and ensuring that racial equity serve as a key component of decision-making within the Village organization.
3. Leads and supports the Village organization's Equity Team for the purpose of developing and implementing racial equity metrics to benchmark organizational progress toward goals.
4. Provides training and support to internal stakeholders in implementing Racial Equity Action Planning Tools or strategies to further racial equity goals.
5. Conducts comprehensive review of Village policies, procedures and other practices utilizing Racial Equity toolkit.



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6. Serves as a community resource, thought partner and subject matter expert on racial equity and social justice.
7. Assumes responsibility for racial equity tasks within the organization including building and maintaining relationships with relevant internal and external resources, thought leaders, community partners and vendors.
8. Oversees the efficacy of the Racial Equity and Social Justice Action Plan, tracking and monitoring relevant data to determine if the Village is advancing its racial equity goals.
9. Manages the development and implementation of Human Resources Department goals, objectives, policies and priorities.
10. Supports the development and administration of the Human Resources Department budget.
11. Represents management in labor contract negotiations; coordinates and conducts grievances hearings and monitors and assists with employee/labor relations matters and challenges.
12. Responds to and resolves difficult and sensitive citizen and employee inquiries and complaints; investigates and makes appropriate recommendations.
13. Performs related duties and responsibilities as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Operations, services and activities of a human resources management program. Human resources principles and practices.
- Principles and practices of public administration, urban affairs, human relations, interpersonal relations, diversity, racial equity or anti-racism work.
- Management skills to analyze programs, policies and operational needs.
- Principles of Supervision, training, engagement, leadership development and performance evaluation.
- Effective communication strategies to get the proper message to a variety of employees



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and the community.

- Current social, political and economic trends and problems of municipal government.
- Concerns and interests of civic group, governmental agencies and the general public.
- Research and reporting methods, techniques and procedures.

### Ability to:

- Assist in the leadership and direction of the operations, services and activities related to Human Resources as part of a large, sophisticated organization in an urbanized environment diplomatically, effectively managing stressful situations, and projecting a demeanor of calm leadership.
- Effectively demonstrate and set the clear expectation of providing excellent customer service to both internal and external constituents.
- Assist in the supervision, training and evaluation of staff.
- Assist in the development of departmental goals, objectives and procedures.
- Interpret and apply Federal, State and local policies, laws and regulation.
- Research, analyze and evaluate new service delivery methods. Maintain effective audio-visual discrimination and perception needed for:
- Maintain effective audio-visual discrimination and perception needed for:
  - Making observations
  - Communicating with others
  - Reading and writing
  - Operating assigned equipment.
- Maintain mental capacity which allows the capability of:
  - Making sound decisions
  - Demonstrating intellectual capabilities

### Experience and Training Guidelines

**Experience:** Five (5) years of Human Resources experience with a focus on equity or anti-racism work. Background in municipal government or related field is a plus. Five (5) years of supervisory experience is also strongly preferred.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, industrial psychology, or a related field, or a combination of experience and education that is equivalent.

Vaccination against COVID-19 is strongly preferred.



Human Resources  
Reports to: Director of Human Resources  
Non-Union: Exempt Job  
Pay Grade: 13-PM

## ASSISTANT DIRECTOR OF HR & RACIAL EQUITY

### WORKING CONDITIONS

Work in an office environment; sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time and sustained posture in a seated position for prolonged periods of time. No environmental hazards.