

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1481100**

<b>Diversity &amp; Inclusion Specialist 1, Grade 18</b>	<b>1481100</b>
<b>Diversity &amp; Inclusion Specialist 2, Grade 23</b>	<b>1481200</b>
<b>Diversity &amp; Inclusion Specialist 3, M-2</b>	<b>1481300</b>
<b>Manager Diversity &amp; Inclusion, M-4</b>	<b>1481400</b>
<b>Director Diversity &amp; Inclusion Management, NS</b>	<b>1481500</b>

Brief Description of Class Series

Positions in this series develop, implement, evaluate, and monitor diversity and inclusion programs in the workforce, and equal opportunity programs related to employment and service provision. They also train and provide technical assistance to State agencies regarding diversity and inclusion, reasonable accommodation, and related mandates authorized by State and federal laws.

These positions are classified only in the Department of Civil Service.

Distinguishing Characteristics

*Diversity & Inclusion Specialist 1:* full performance level; participates in the design and implementation of diversity and inclusion, and equal opportunity programs; conducts research in support of program development and equal opportunity activities; and may supervise clerical support staff.

*Diversity & Inclusion Specialist 2:* advanced performance or supervisory level; coordinates the implementation of diversity and inclusion, and equal opportunity programs for an assigned agency(s); and may supervise lower level professional and clerical support staff.

*Diversity & Inclusion Specialist 3:* supervisory level; oversees a team of Diversity & Inclusion Specialists 1 and 2 in providing services to a group of agencies in the implementation of diversity and inclusion, and equal opportunity programs.

*Manager Diversity & Inclusion:* managerial level; serves as a Section head of multiple teams led by Diversity & Inclusion Specialists 3; manages Division-wide assignments and all Section activities for a large group of agencies; serves as an assistant to the Director Diversity & Inclusion Management; and participates in the development and execution of policy related to diversity and inclusion, and equal

opportunity programs for agencies.

*Director Diversity & Inclusion Management:* one position class; reporting to the Executive Deputy Commissioner, leads all Diversity & Inclusion Specialists in working with State agencies to maximize visibility of the State's commitment to diversity, inclusion and to advance the State's strategic direction to attract and retain exemplary staff while also ensuring opportunities for growth and professional development.

### Related Classes

Equal Opportunity Specialists coordinate the implementation of diversity and inclusion, and equal opportunity activities at agencies; and evaluate the effectiveness of such programs and develop and institute corrective actions. They also investigate and resolve discrimination complaints; and make determinations on requests for reasonable accommodation consistent with State and federal laws.

Minority Business Specialists develop and direct programs that encourage, facilitate, and monitor the participation of minority- and women-owned businesses in providing goods and services for publicly funded projects, programs, and agencies.

Compliance Specialists inspect job sites and monitor employer records to determine the compliance of contractors, consultants, unions, and other organizations receiving public funds for goods and services with rules, regulations, and statutes regarding the employment of underrepresented classes.

### Illustrative Tasks

#### *Diversity & Inclusion Specialist 1*

Assists human resources staff in analyzing organizational structures, title series, and career plans to determine and implement changes to improve career mobility for underrepresented groups.

Monitors and analyzes recruitment, hiring, promotion, retention, discipline, and other human resources facets; and develops appropriate action plans.

Organizes outreach and recruitment activities; and publicizes employment opportunities to increase diversity in the State workforce.

Develops and maintains relationships with organizations engaged in diversity and inclusion to create a diverse candidate pool for agencies' positions.

Institutes outreach, educational, and technical assistance programs to prevent discriminatory behaviors and practices.

Develops and conducts training for supervisors, managers, and employees regarding diversity and inclusion, and their role in creating and nurturing a diverse and inclusive work environment.

Organizes various events to promote and celebrate diversity and inclusion.

Provides technical assistance to agencies to comply with reasonable accommodation laws of the State and federal government.

- Communicates with clients and employees regarding an agency's reasonable accommodation policies and procedures.
- Trains agency staff in reviewing and documenting requests for reasonable accommodation.
- Counsels agencies on specific requests for reasonable accommodations and assists them in taking appropriate actions.
- Conducts research regarding reasonable accommodations and makes recommendations to improve the process.
- Performs periodic review of reasonable accommodation plans to ensure agencies are adhering to their commitments.

Gathers data and drafts reports.

Participates in meetings with community groups, businesses, employee organizations, professional organizations, and others to explain and promote diversity and inclusion.

#### *Diversity & Inclusion Specialist 2*

Performs the full range of activities described above for Diversity & Inclusion Specialist 1 but with greater independence of action and judgment, and emphasis on handling the more demanding issues; and acts as lead specialist on teams addressing the most complex and sensitive assignments having interagency or Statewide ramifications. They may supervise lower-level professional and clerical support staff by planning, assigning, and reviewing work; and training and evaluating their performance.

#### *Diversity & Inclusion Specialist 3*

As a supervisor of a team of Diversity & Inclusion Specialists, performs the most difficult assignments related to diversity and inclusion, equal opportunity, and reasonable accommodation; and directs the activities of staff engaged in program administration.

Supervises subordinate staff.

- Interviews and selects employees for appointment.
- Plans work schedules, projects, and audits; and assigns and trains staff.
- Evaluates staff performance; determines training needs; and counsels individuals about performance standards and how to meet them.
- Reviews work activities and reports; and assists staff in resolving problems and developing alternative actions or solutions to problems.
- Interprets laws, rules, regulations, and policies for staff and ensures that staff complies with them.

#### *Manager Diversity & Inclusion*

Manages all Section activities and staff, directing and coordinating the flow of work through the Section; conducts research and provides technical assistance.

Develops and oversees the implementation of a diversity and inclusion plan for a group of agencies; evaluates agencies' progress in meeting goals and takes corrective action.

Oversees the conduct of diversity and inclusion surveys and works with the Director Diversity & Inclusion Management in implementing the findings of these reviews.

Provides expert advice to internal and external customers on diversity and inclusion, equal opportunity, and reasonable accommodation issues.

Participates with the Director Diversity & Inclusion Management in the formulation of Division policy and the day-to-day management of the Division; serves as second-in-command and manages the Division in the Director's absence.

Reviews proposed legislation related to diversity and inclusion, equal opportunity, reasonable accommodation, and merit system activities; assesses their impact and makes appropriate recommendations.

Oversees the development, enhancement, and maintenance of the Division's information systems.

Assists the Director Diversity & Inclusion Management in developing the Division's budget and preparing requests for resources (e.g., staff, tools, equipment); p the justification for such requests.

Develops program highlights for use by Executive staff; and oversees the compilation of reports.

Represents the Division and Department at agency meetings, conferences, seminars, and other events.

*Director Diversity & Inclusion Management*

Works with staff at all levels to develop and implement strategies to ensure that diversity and inclusion considerations are incorporated in workforce management decision making processes.

- Manages the development and implementation of comprehensive tools and strategies that allow raw data to be transformed into workforce insights.
- Supervises subordinate staff in the production of reports that analyze trends in hires, separations, awards, promotions and workforce composition by variables such as race/ethnicity, gender, and disability status among others.
- Oversees the development and analysis of surveys and production of written reports of the findings.
- Develops and implements metrics for evaluating progress and effectiveness of diversity and inclusion strategies; and takes corrective action.
- Utilizes data from workforce management systems to assess trends and identify any barriers to equal employment opportunity.
- Sees solutions in large data sets and converts insights into strategic workforce management plans.
- Identifies benchmarks to compare with State workforce data.
- Works with State agencies to create and implement plans reflective of diversity, inclusion, and equity.
- Collaborates with internal and external partners to gather and interpret data as well as to improve data collection processes.
- Engages with internal and external stakeholders on matters that encompass all aspects of equal opportunity and non-discrimination.

Minimum Qualifications

*Diversity & Inclusion Specialist 1*

Open Competitive: bachelor's degree and two years of experience\* in diversity and

inclusion, equal opportunity, or human rights.

*Diversity & Inclusion Specialist 2*

Promotion: one year of permanent service as a Diversity & Inclusion Specialist 1.

Open Competitive: bachelor's degree and three years of experience\* in diversity and inclusion, equal opportunity, or human rights.

*Diversity & Inclusion Specialist 3*

Promotion: one year of permanent service as a Diversity & Inclusion Specialist 2.

Open Competitive: bachelor's degree and five years of experience\* in diversity and inclusion, equal opportunity, or human rights. Two years of the experience must have been at a supervisory level.

*Manager Diversity & Inclusion*

Promotion: one year of permanent service as a Diversity & Inclusion Specialist 3.

Open Competitive: bachelor's degree and seven years of experience\* in diversity and inclusion, equal opportunity, or human rights. Two years of the experience must have been at a managerial level.

*Director Diversity & Inclusion Management*

Exempt: no minimum training and experience requirements are established for exempt positions.

\*Qualifying experience includes work with community service organizations concerned with diversity and inclusion, equal opportunity, civil rights, training, and upgrading the educational and job qualifications of protected class members; and human resources or labor relations experience directly related to diversity and inclusion.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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