

Position Code

1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

| | |
|---|---|
| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency |
| | Department of Environment, Great Lakes, and Energy |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| | |
| 4. Civil Service Position Code Description | 10. Division |
| State Assistant Administrator 15 | Executive Office |
| 5. Working Title (What the agency calls the position) | 11. Section |
| Equity and Inclusion Officer | |
| 6. Name and Position Code Description of Direct Supervisor | 12. Unit |
| Liesl Eichler Clark, Director (Unclassified) | |
| 7. Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Gretchen Whitmer, Governor | Location may vary dependent on selected applicant |
| | Work schedule will include 40 hours per week |
| 14. General Summary of Function/Purpose of Position | |
| <p>This position serves as the Equity and Inclusion Officer (EIO) responsible for developing and administering the Diversity, Equity, and Inclusion Program for the Department of Environment, Great Lakes, and Energy (EGLE) in alignment with the organization's mission, strategic direction, values, and goals. This position reports directly to the EGLE Director, which reflects the significance of diversity, equity, and inclusion to the department's leadership and mission. This position serves as the leadership expert in diversity, equity, and inclusion, formulating and establishing overall department vision, policies, and priorities to ensure a sustainable, high-performing organization and workforce. This position partners with Executive Office staff on department-wide employee engagement efforts. This position will work closely with the Department of Civil Service's Office of Human Resources (OHR) staff to ensure alignment between department processes, practices, and Civil Service responsibilities, regulations, and specifications. This position serves as the EIO responsible for complying with Executive Directive 2019-09 and Executive Directive 2019-10.</p> | |

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** 60

Functions as the EIO responsible for diversity, equity, and inclusion for EGLE.

Individual tasks related to the duty.

- Assist the Director and other executive staff in achieving EGLE goals and objectives in the area of diversity, equity, and inclusion.
- Lead strategic department efforts to enhance recruitment and increase retention of engaged employees by making the department a more inclusive and equitable workplace.
- Proactively research emerging trends and innovative methods to advance diversity, equity, and inclusion department-wide. Prepare reports evaluating the impact, efficiency, and effectiveness of EGLE diversity, equity and inclusion programs.
- Consult with other state agencies as they develop their diversity, equity, and inclusion plans. Serve as a content expert regarding diversity, equity, and inclusion issues/concerns.
- Research inclusion and diversity consultants and make recommendations to executive leadership regarding the engagement of external diversity, equity, and inclusion subject matter experts.
- Attend various leadership meetings to share information and gather input regarding diversity, equity, and inclusion matters from EGLE's Deputy Directors, Division Directors, and members of the strategic planning team. Ensure that a focus of diversity, equity, and inclusion are integrated into all department priority initiatives.
- Coordinate the work of the volunteer EGLE Diversity, Equity, and Inclusion Team and support its strategic initiatives.
- Develop and conduct trainings of various contents and formats regarding positive behavior in an inclusive work environment, including educating employees on the requirements of Executive Directive 2019-09.
- Attend all EIO meetings held by the Governor's office's Chief Compliance Officer or any other representative with designation of authority.
- Other duties as assigned.

Duty 2

General Summary of Duty 2 **% of Time** 30

Facilitate EGLE employee engagement efforts. Assist department leadership in developing, implementing, and evaluating strategic action plans to foster and sustain a culture of equity and inclusion.

Individual tasks related to the duty.

- Provide training and professional development opportunities, through channels internal to State of Michigan agencies and external from other noted experts in the field, to meet the needs of all department employees.
- Identify skills gaps and develop or acquire access to training programs to meet the skills and abilities that are critical to a work environment where employees can perform at optimal levels in the department.
- Provide department level information and reporting on cultural conditions and generally promote a participative culture among all employees.
- Coordinate with other State of Michigan agencies on consistently implementing and maintaining industry standard best practices.
- Maintain good relationships and seek mutually beneficial partnerships with non-departmental entities and stakeholders.

Duty 3

General Summary of Duty 3

% of Time 10

Develop and administer department processes for recruiting diverse talent.

Individual tasks related to the duty.

- In coordination with OHR staff, develop and administer department processes for recruiting diverse talent at all levels (entry level, mid-career, and senior executive service) to meet the needs of the evolving workforce and needs of the public.
- Administer department processes for succession planning, role assessment, talent review, and position description development and promotion and ensure they align with diversity, equity, and inclusion goals.
- Assist department leadership in articulating the importance of inclusion in every level of the organization and the strategies and best practices for addressing challenges.
- Develop a custom agency-wide recruiting approach that will position EGLE as an attractive employer to job seekers of diverse backgrounds. Identify impediments to meeting EGLE recruitment and retention goals and work with colleagues throughout the department to overcome them.
- Evaluate/improve on recruitment efforts for high-volume/repetitive positions.
- Establish various tools and resources to effectively evaluate talent.
- Represent the department during recruitment activities throughout the state and build relationships out of state to recruit a diverse workforce.
- Work closely with EGLE's Office of Public Information to build social media strategies for recruitment, including the use of LinkedIn, Facebook, YouTube, Instagram, and Twitter.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Setting own work priorities; working with divisions and other internal/external entities to research diversity efforts; developing and updating the EGLE Diversity, Equity, and Inclusion Plan; and generating ideas/setting priorities for best meeting the needs of the department.

17. Describe the types of decisions that require the supervisor's review.

This position keeps EGLE's Director, EGLE's Deputy Directors, and the OHR Director apprised of highly sensitive diversity, equity, and inclusion issues consistent with Civil Service rules and regulations. Overall Inclusion and Diversity Plan, metrics being implemented, and new or extend existing guidelines to address any situation not covered by existing or standard practices. General executive direction and final approval of special projects.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Typical office environment (e.g., desk work, walking around areas at other work locations and site visits, standing for presentations, etc.). Occasional travel for meetings and conferences and transporting light materials to and from off-site meetings. Thorough knowledge and experience in presentation skills and techniques.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
| N/A | | | |
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20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position serves as the EIO responsible for developing and administering the Diversity, Equity, and Inclusion Program for EGLE in alignment with the organization’s mission, strategic direction, values, and goals. This position reports directly to the EGLE Director, which reflects the significance of diversity, equity, and inclusion as one of the department’s four core values. This position serves as the leadership expert in diversity, equity, and inclusion, formulating and establishing the overall department vision, policies, and priorities to ensure a sustainable, high-performing organization and workforce. This position partners with Executive Office staff on department-wide employee engagement efforts. The position will work closely with the Department of Civil Service’s OHR staff to ensure alignment between department processes, practices, and Civil Service responsibilities, regulations, and specifications. This position serves as the EIO responsible for complying with Executive Directive 2019-09 and Executive Directive 2019-10.

24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.

This is a new position.

25. What is the function of the work area and how does this position fit into that function?

This position serves as the EIO responsible for developing and administering the Diversity, Equity, and Inclusion Program for EGLE in alignment with the organization's mission, strategic direction, values, and goals. This position reports directly to the EGLE Director, which reflects the significance of diversity, equity, and inclusion as one of the department's four core values. This position serves as the leadership expert in diversity, equity, and inclusion, formulating and establishing the overall department vision, policies, and priorities to ensure a sustainable, high-performing organization and workforce. This position partners with Executive Office staff on department-wide employee engagement efforts. The position will work closely with the Department of Civil Service's OHR staff to ensure alignment between department processes, practices, and Civil Service responsibilities, regulations, and specifications. This position serves as the EIO responsible for complying with Executive Directive 2019-09 and Executive Directive 2019-10.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a bachelor's degree in any major

EXPERIENCE:

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices related to diversity, equity, and inclusion as well as strategy and professional development experience.

Strong written and verbal communication skills.

Strong leadership and organizational skills.

Ability to work independently, exercise good judgement, prioritize and meet deadlines, and be familiar with computers and computer programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.