



**Code: 3052**

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Human Relations

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## **CLASS TITLE: EQUITY OFFICER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, develops, coordinates and administers racial and social equity policies and practices for a City department; and performs related duties as required

### **ESSENTIAL DUTIES**

- Develops 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.)
- Works with department senior staff to develop goals and strategies that promote equity in department processes, practices, and policymaking
- Provides guidance on policy and strategy initiatives that advance equitable outcomes
- Coordinates 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
- Supports city 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
- 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
- Identifies, conducts and analyzes data relevant to department racial and social equity gaps, impact analysis and gains
- Utilizes evidence and data to develop responsive and meaningful solutions to improve department programs and services
- Tracks department action items and deliverables across multiple racial and social equity initiatives and working groups
- Performs outreach and community engagement with all City neighborhoods to ensure communities have equitable resources
- Coordinates outreach messaging and communication (e.g., social media, publications, etc.) on department programs, services, and projects
- Acts as a liaison with the Mayor's Office of Equity and Racial Justice (OERJ) and the Office of Community Engagement
- Coordinates 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
- Trains managers and front-line staff on racial and social equity policies, procedures, and resources
- Prepares and submits 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 two (2) years of work experience in the administration of diversity, equity, racial, and/or social justice programs; or an equivalent combination of education, training, and experience provided the minimum degree requirement is met

### **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**

Moderate 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

Some knowledge of:

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

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

**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
- 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

**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

**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

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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.

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City of Chicago  
Department of Human Resources  
February, 2022