



EQUAL OPPORTUNITY



**DIVERSITY &
INCLUSION**

The Virginia Department of Human Resource Management is seeking a **Diversity, Equity and Inclusion Consultant**

ABOUT THE ORGANIZATION

The Virginia Department of Human Resource Management (DHRM) is the central human resource agency for the Commonwealth of Virginia. We make people our business, strive to be a recognized leader, and trusted partner in bringing forth best practices to attract, develop and retain the Commonwealth's workforce.

DHRM is responsible for the establishment of the Commonwealth's job classification structure; base and non-base compensation programs; a variety of benefits programs that cover current and retired state employees, as well as some local government employees; employee-management relations; performance management programs that include establishing standards for employee conduct grounded in civility in the workplace; talent acquisition and retention; and employee training and development.

DHRM is responsible for introducing technology and system solutions for the management of people-related data and processes. Equal employment opportunity remains a top priority with an expanded focus on diversity, equity and inclusion within the workplace.

ABOUT THE POSITION

The Department of Human Resource Management's (DHRM) Office of Workforce Engagement is seeking a qualified candidate to fill the position of Diversity, Equity and Inclusion Consultant. This position will be responsible for establishing a robust statewide Equal Employment and Diversity and Inclusion Program as well as eliminating barriers to Equal Employment Opportunity (EEO) and provide concrete strategies to acquire, hire, develop, include, retain, engage and motivate a diverse high-performing workforce. Also, this position will be responsible for developing a long-term path forward and strengthen the state efforts to infuse diversity, equity and inclusion throughout the Commonwealth by creating the necessary systems, infrastructures, and mindsets for success.

WORK YOU'LL DO



Advise managers on courses of actions to eliminate barriers to Equal Employment Opportunity (EEO) and provide guidance and advice on how agencies can become a more diverse, inclusive and respectful workplaces. Initiate and drive measurement and trend analytics that help identify problems, then providing guidance to create proactive solutions and drive success in achieving D&I objectives. Create and sustain viable dashboards/scorecards to monitor, track progress and ensure ROI and improved metrics in alignment with strategic objectives and KPIs (e.g. diverse representation at all levels, retention, etc.). Review legislative, policies and program proposals to determine overall impact on EEO programs and initiatives and makes appropriate modifications. Coordinate and conduct investigations of discrimination complaints to include the following: develop investigative plans, interview witnesses, arranges for the provision of documentary information and data for record, arrange site visits as needed, prepare investigative reports, and draft letter of determinations.

MINIMUM QUALIFICATIONS

- Considerable experience in implementing EEO, Diversity and Inclusion programs and initiatives in complex organizations
- Experience working collaboratively with internal and external political appointees and executive leaders to advance diversity and inclusion as an agency's core values and/or strategic human capital objectives
- Demonstrated knowledge and proven ability with project management; Demonstrated ability to deliver presentations and facilitate training sessions
- Knowledge of the Inclusive Excellence Model and/or similar Diversity, Equity and Inclusion models
- Skilled in utilizing fact finding, analytical, problem solving, investigative, and interviewing methods and techniques
- Collaborative relationship builder with strong influencing skills across all organizational levels
- Skilled in the use of organizing and presenting facts, findings, conclusions, and recommendations in a logical manner
- Demonstrated ability to build and maintain strong interpersonal relationships with internal and external stakeholders
- Strong customer service skills
- Excellent analytical and writing skills
- Strong organizational development and talent management skills set and Knowledge of Microsoft Office programs
- Experience working in fast-paced, team-oriented environment with quickly shifting priorities
- High School Graduate or equivalent

PREFERRED QUALIFICATIONS

- Bachelor's degree in Human Resources (HR), Public Administration, Public Policy, Government, Industrial Relations, Business, Organizational Development, or related discipline
- Master's degree in HR, Business or related discipline
- Juris Doctor; PhD in Industrial/Organizational Psychology or Education
- PHR/SPHR, SHRM-CP /SHRM-SCP, GPHR or IPMA-CP/IPMA-SCP

DHRM Values

Excellence * Teamwork * Honor * Innovation * Customer Focus * Stewardship

PAY AND BENEFITS

The hiring range for the position is **\$60,209 - \$100,000** dependent upon the candidate's education and experience. As a classified employee, you will be provided with paid time off that includes 13 holidays, annual leave, sick and personal leave. Other leave may be available based on eligibility and includes parental leave, military leave, civil and work related leave and school assistance and volunteer service leave. You will participate in the Virginia Retirement System, have access to medical, dental, vision and hearing insurance, along with prescription drug coverage. An employee assistance program is available, as are flexible spending accounts, premium rewards and wellness programs. Group life and optional life insurance is also available. Employment may qualify you to receive student loan forgiveness through the Public Service Loan Forgiveness Program.

CULTURE

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. This position offers the flexibility of teleworking from a home office when possible.

CORPORATE CITIZENSHIP

The Commonwealth is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our customers, our people and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, volunteerism, and leadership to help drive positive social impact in our communities.

This position is located in downtown Richmond, Virginia; making participation in many state sponsored events within walking distance. Many exciting social opportunities are available to state employees. Employees are also encouraged to participate in the Commonwealth's workplace giving campaign which provides financial assistance and other donations of time and goods to over 1,000 charities.

APPLICATION AND SELECTION PROCESS

The position will close on **Friday, November 20, 2020** at 11:59pm. To be considered, please submit a state employment application or resume online at <https://virginiajobs.peopleadmin.com/hr/postings/202610>. A hiring committee will review all applications received and select candidates who most closely meet the established criteria for interviews. Candidates will be subject to a fingerprint based background check and employment references will be requested.

DHRM is an Equal Opportunity Employer. Reasonable accommodations are available during the application and interview process for individuals with disabilities. Americorps, Peace Corps and other national service alumni are encouraged to apply. DHRM is a Virginia Values Veterans Certified agency.



HR Contact Information

Phone: 804-225-2131