

MAJOR FUNCTION

This is advanced technical, professional, supervisory and administrative work assisting the Diversity and Inclusion Manager. The Diversity and Inclusion Coordinator works with succession programs in accordance with guidelines established by the Diversity and Inclusion Manager. The coordinator will work with program/project team members to ensure deadlines are met as well as serve a lead role in designing and implementing succession planning initiatives that enhance the skills and competencies of employees resulting in improved execution and performance throughout the organization. This will include developing and executing programs that drive employee engagement and development. The coordinator will collaborate with senior leadership to understand the long-term vision of the organization and development needs. The incumbent is also responsible for coordinating the development, designing, and presenting city-wide workforce development training and related initiatives. The incumbent is expected to work independently in carrying out program responsibilities and varied assignments without detailed instructions. Work is performed with significant discretion and initiative in carrying out division objectives efficiently and effectively under the general discretion of the manager. Work is subject to review by the Manager-Diversity and Inclusion through reports, conferences, feedback from customers and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Support on communications and advice on succession planning and career tracking issues. Implement and support agreed milestones and objectives or initiatives on a city-wide level; including coordination of succession pipeline timetables across the City. Coordinate meetings with the Leadership and Human Resources to implement a range of creative solutions that support the succession priorities. Utilize inputs from the City's Talent programs e.g. New Public Servant Initiative (NPSI) in maintaining relevant forecasts, status reports and management decisions relating to succession planning and career management. Support departments in coordinating mobility programs across department functions to ensure effective placement of expertise where it is needed at the right time. Contribute to strategic projects with other members of the Diversity & Inclusion team particularly where these impact talents, learning and organization development's processes and systems. Coordinate the development and distribution of tool-kits and templates or forms for succession planning and career management. Support execution and monitoring of the City-wide succession planning processes and programs; including monitoring and tracking of City-wide succession pipelines. Participate in the design of strategies for career management including career paths in order to better define the most suitable job progression specific roles, taking into full account the career aspirations of the individual and the needs of the City. Assist management with information and policy guidance to assist staff, counseling and guidance on career progression. May plan, direct, and/or supervise the work of a clerical or administrative staff. Maintain, review and update the database of staff skills (individual profile) for the purposes of training and career development - this will involve the detailed analysis of individual staff skills and competency profiles so that training and career development can be better aligned to meet the City's staffing needs now and in the future. contribute to overall work planning and budgets; ensuring effective monitoring and reporting on utilization.

Other Important Duties

Serves as team leader or team member on ad-hoc department-wide or City-wide project teams as needed. Reviews recent developments, current literature and other sources of information in order to keep all career progression initiatives current. May serve in the capacity of the division manager, as needed, in his/her absence. Assists with the general activities, programs and initiatives of the department as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of Organizational Development, including industry-wide accepted methods and practices. Knowledge of adult learning theory and methods and practices of training. Ability to plan, develop, and implement programs and activities relative to career progression and succession planning. Ability to conduct independent research, evaluate findings and recommend solutions. Ability to prepare written technical reports and recommendations. Ability to address groups on subjects relative to succession planning, training and development programs and projects. Ability to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective work relationships as necessitated by job requirements. Ability to act in the manager's absence by interacting with department and division directors on career progression and training issues. Ability to develop long-term strategic plans. Ability to work independently. Ability to present recommendations effectively, both orally and in writing. Ability to coordinate the efforts of and lead staff as needed to accomplish objectives. Skill in planning and coordinating training activities. Skill in the operation and use of computers, software programs and peripherals necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in human resource management, business or public administration, industrial relations, psychology, education, one of the social sciences, or a related field, and four years of professional experience that includes human relations, personnel, training or mediation; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 12-03-90
Revised: 08-18-95
03-01-00
02-19-03
04-16-04*
01-09-09
01-25-11*
03-03-18
11-09-19