

EQUAL RIGHTS SPECIALIST

Recruitment #2102-4081-001

List Type	Exempt
Requesting Department	DOA-Office of Equity and Inclusion
Open Date	2/16/2021 3:50:00 PM
Filing Deadline	3/1/2021 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

****This position is exempt from civil service and the incumbent serves at the pleasure of the Chief Equity Officer. ****

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old-world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the direction of the Chief Equity Officer, the Equal Rights Specialist provides dedicated support to the Equal Rights Commission and assists in carrying out related initiatives by performing research and by engaging in community outreach. The Equal Rights Specialist also supports the work of the City of Milwaukee's Racial Equity and Inclusion Leadership Team.

The work of the Equal Rights Specialist is instrumental in advancing the Department of Administration's efforts to promote racial equity and inclusion and in supporting the Equal Rights Commission's mission to improve the equal rights climate in Milwaukee, pursuant to Chapter 109 of the Ordinances of the City of Milwaukee.

ESSENTIAL FUNCTIONS

Staff the City's Equal Rights Commission (ERC)

- Coordinate meetings and agendas; prepare and distribute minutes.
- Provide staff support at meetings.
- Research best practices, prepare reports and facilitate presentations.
- Serve as liaison to other human rights commissions, including Milwaukee County's.
- Maintain commission documents.
- Seek assistance from the City's Attorney's Office relative to legal and jurisdictional issues.

Accountability

- Work closely with the Chief Equity Officer to coordinate efforts between the ERC and City of Milwaukee departments to establish an accountability structure relative to equal access to programs and services for all residents.
- Work closely with the Chief Equity Officer and departmental representatives to ensure that briefings with the ERC are scheduled and questions and concerns are addressed.

Racial Equity and Inclusion

- Serve as a lead to facilitate and coordinate meetings, training and activities in relation to the Racial Equity and Inclusion Leadership Team.
- Research best practices, prepare reports and facilitate presentations for the Office of Equity and Inclusion.

Community and Neighborhood Engagement

- Coordinate the ERC's participation in community activities and events.
- Represent the ERC's interests in relation to other City of Milwaukee initiatives.

Housing and Employment Discrimination

- Screen and process discrimination complaints pursuant to the applicable provisions of the Milwaukee Code of Ordinances.
- Work with community-based agencies to disseminate information about local ordinances relative to housing and employment discrimination.

- Work closely with the Community Development Grants Administration (CDGA) Division to ensure compliance with the Department of Housing and Urban Development (HUD) and Community Development Block Grant (CDBG) requirements.
- Facilitate meeting deliverables established by HUD and the CDBG office relative to access to housing and training.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

1. Bachelor's degree in public administration, business administration, urban planning, communication, or a closely related field from an accredited college or university.
2. Two years of professional experience in community organizing, community advocacy or working for a governmental agency or non-for-profit organization.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: College transcripts are required and must be emailed as an attachment to npurvi@milwaukee.gov by the closing date and time. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed, and the date completed.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Ability to learn and apply local, state, and federal equal rights laws, guidelines and policies as well as open records and meeting laws.
- Ability to learn the procedures of city government agencies and commissions.
- Ability to conduct research related to laws, regulations and best practices.
- Ability to perform accurate and objective analyses and summaries of data.
- Ability to assist in strategic planning to maintain the organizational vision.

- Ability to identify and leverage community resources and to develop community outreach plans.
- Ability to use related computer software programs, such as word processing and presentation software.

Communication Skills:

- Ability to express ideas clearly and to make presentations on behalf of the City of Milwaukee.
- Effective writing skills to communicate with a variety of audiences.

Community Engagement:

- Ability to identify and determine new and effective ways to develop interest in the City's equity and inclusion engagement.
- Ability to build and maintain relationships with community members and organizations in order to support community-led projects and team efforts.
- Ability to identify external and internal engagement opportunities and to coordinate relevant public-facing community events.

Interpersonal Skills/Judgment:

- Ability to establish effective working relationships with diverse members of the public, colleagues, elected officials, and representatives of various agencies.
- Ability to maintain cultural awareness and sensitivity.
- Ability to work cooperatively, effectively, and fairly with co-workers and residents whose backgrounds may differ from one's own.
- Ability to work effectively in a team environment.
- Ability to work with government officials and managers, community leaders and local residents.
- Ability to exhibit an exemplary level of cultural competence.
- Ability to manage multiple priorities to meet deadlines.
- Ability to exercise tact and diplomacy.
- Ability to exercise sound judgment.

CURRENT SALARY

The current salary range (2EX) is \$48,670-\$63,426 and the resident incentive salary for City of Milwaukee residents is \$50,130-\$65,329. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

SELECTION PROCESS: Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a cover letter and resume.

- The most qualified candidate or candidates will participate in an interview process. Please send the cover letter, resume, and college transcripts via email to npurvi@milwaukee.gov by **Monday, March 1, 2021**.
- Please indicate **"Equal Rights Specialist"** in the subject line. Questions relative to the selection process may be directed to Nikki Purvis by calling 414.286.5553

The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **Monday, March 1, 2021**. Receipt of application materials may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.