



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## DIVERSITY, EQUITY & INCLUSION WORKFORCE DEVELOPMENT MANAGER

<b>Group-Section:</b> Diversity, Equity & Inclusion Office	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 068 <b>Job #:</b> UM042
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### JOB SUMMARY

The Diversity, Equity & Inclusion (DEI) Workforce Development Manager is responsible for managing robust programs for diversity outreach and developing employment pathways for Metropolitan in partnership with internal and external stakeholders. Additionally creates an environment of learning and leadership development opportunities that help facilitate Metropolitan's diversity, equity, and inclusion goals, while serving as a subject matter expert on DEI best practices in the area of workforce development.

### OVERSIGHT

**Oversight Received:** Receives direction from the Deputy Chief DEI Officer, Chief DEI Officer, Finance or Assistant General Manager/Chief Financial Officer or designee.

**Oversight Given:** Manages and supervises a staff of managers, professionals, paraprofessionals, and administrative support.

### JOB DUTIES

1. Develops, implements, and tracks strategies to create, monitor and evaluate robust pathways for employment at Metropolitan including into internships and apprenticeship programs.
2. Identifies opportunities for collaboration on diversity, equity, and inclusion (DEI) to include the establishment and maintenance of relationships, the development and enhancement of programs, and the identification of best practices.
3. Performs diversity outreach including attending conferences, career fairs, and other events, as well as, supporting staff in outreach initiatives. Researches, develops, and executes outreach strategies, which may include communications and social media efforts, provides outreach to targeted audiences such as underserved communities including those stipulated in the Project Labor Agreement.
4. Creates a strong external network to leverage resources, talent sourcing, and community partnerships in support of Metropolitan's strategy.
5. Serves as a leading voice for innovative workforce solutions in the water industry, staying abreast of current topics and trends and evolving Metropolitan's leadership position. Researches and produces materials on diversity, equity, and inclusion trends for internal stakeholders to educate the workforce and ensures alignment and integration of new and emerging trends in the workplace.
6. Oversees all staffing plans, personnel actions, and employee activities within assigned unit; develops performance measures and ensures they are consistently applied; promotes employee training and development; and responds to complaints and grievances within assigned unit.
7. Selects and assigns staff, ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentor's employees; prepares, reviews,

and approves performance evaluations; and identifies employee development and training requirements.

8. Oversees the preparation of the annual budget; monitors the expenditure activities; approves operating and capital expenditures; and reviews budget variance reports and determines and implements all necessary corrective action.
9. Ensures compliance with local, state, and federal laws, regulations, and requirements within assigned unit; ensures all workplace health and safety policies and procedures are followed within assigned unit; ensures procedures are in place to avoid violations; and implements resulting recommendation from audits within assigned unit.
10. Performs other job-related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

**Required Knowledge of:** Laws, regulations, and guidelines related to diversity, inclusion, and nondiscrimination in an organization; advanced theories and principles related to area of assignment; diversity, equity, and inclusion best practices; program management and development principles; strategy development and management principles and practices; leadership and managerial principles; management/supervisory concepts and techniques; and leadership and mentoring.

**Required Skills and Abilities to:** Provide strategic leadership; develop and implement Diversity, Equity, and Inclusion policies and procedures; assess organizational climate, diversity, and inclusion, and lead positive change; build collaborative working relationships with a broad range of diverse individuals and groups to achieve results; understand the contexts, cultures, and politics within the organization that impact the implementation of effective diversity change efforts; effectively communicate both orally and written to articulate the importance of inclusion and diversity; represent District to regulatory agencies, public agencies, and elected officials; establish and maintain collaborative working relationships with all levels within the organization, other agencies, elected officials and the public; use presentation and business applications; and prepare presentations for executive management, Board of Directors and member agencies.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

### **Registrations**

- None

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Effective: 06/25/23

Adopted: 08/22/23

Revised: N/A

Supersedes: N/A

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*Metropolitan Water District of Southern California*

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirement.

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