Oregon State Legislature
Legislative Equity Officer
Job Description

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<th>Classification Title</th>
<th>Legislative Equity Officer</th>
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<td>Job Code:</td>
<td>9877</td>
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<td>Job Family:</td>
<td>Legislative</td>
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<td>Pay Grade</td>
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<td>FLSA Status</td>
<td>Exempt</td>
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<td>Date Revised:</td>
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GENERAL SUMMARY

This position provides broad based professional support, compliance, response and training in all areas related to harassment, discrimination and retaliation in the Legislative Branch. Responsibilities include receiving and responding to reports, overseeing investigations, develop and present training curricula, compile aggregate information related to reports and confidential disclosures, support conduct committees in applying rules and process to cases for resolution, preparation and presentation of the annual report of activities to the JCC. This position leads the LEO and supervises professional assistants and other employees necessary to conduct the business of the LEO, including the oversight of any independent contracted investigators or training consultants.

This position directs all activities of the LEO by determining policy, program priorities and the utilization of resources in order to carry out the goals and objectives mandated by law and the priorities determined by the JCC or the Legislature, analyzing all pertinent issues and information; assessing the impact of proposed policy and determining the resources necessary to implement such policy in order to ensure the efficient and effective provision of services.

This position assists in the preparation and reviews the LEO's biennial and interim budget requests by determining priorities among requests from reporting staff and explaining the needs for additional resources to appropriate parties in order to obtain the resources necessary to implement programs.

This position directs the administration of the LEO and/or evaluates the quality of services provided through review of reports and/or statistical data and conferences with reporting staff; authorizing redistribution of available resources to meet changing program needs; resolving conflicts between reporting staff on areas of shared responsibility; establishing reporting relationships and administrative controls over program or support operations; coordinating activities with other agencies or divisions thereof in areas of mutual concern in order to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations.

This position may represent the LEO by providing expert consultation or testimony to the JCC, Governor, the Legislature or other high-level official(s) to advocate and explain policy and the needs of target populations served.

This position is responsible for annual and routine delivery of training related to workplace harassment, respectful workplace, discrimination, retaliation, Legislative rules and procedures. The training shall be available both in person and on-line in a manner consistent with adult learning methods.
This is a highly visible position that requires interaction with other individuals in many diverse applications. This position requires the ability to establish rapport and build trust within the branch.

This position further receives and works with confidential employee information. Maintaining confidentiality is a requirement of the position.

REPORTING RELATIONSHIPS

Reports to the Legislative Joint Committee on Conduct.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

REPORTING

Maintain and develop reporting processes and protocols and process counselling for employees, members of the Legislative Assembly, lobbyists, volunteers, interns and members of the public to access to gather process information and make reports of harassment, sexual harassment, retaliation and discrimination.

This involves working with JCC, contracted investigators and other leadership to do the following:

- Receive confidential disclosures, reports and complaints and maintain aggregate records of reports;
- Provide ongoing process counselling to parties of a complaint including identifying options and support services within the Legislature as well as other reporting bodies such as BOLI and EEOC;
- Expert analysis of types of conduct that fall under different personnel rules as well as recommendation of appropriate safety measures and interim measures
- Create written notification letters, no-contact orders and documents and process counselling materials, one-pagers and FAQ’s;
- Oversee investigations including ongoing process counselling with parties, frequent communication with investigators, investigator oversight and when appropriate updates to JCC or supervisors;
- Develop materials and statements for public record and committee hearings and confidential record keeping; and
- Provide coaching, training and further assistance post-investigation with parties when appropriate.
Develop implementation plans and communications strategies, devise metrics and conduct program assessments.

- Work with employees, JCC and the Legislature to ensure the branch is positioned as a leader in government for supporting a healthy and respectful workplace.
- Participate on task forces and external work groups.
- Work with managers and employees on respectful workplace and awareness by leading workplace discussions, trainings or workshops.

Lead policy task forces or committees comprised of agency staff and potentially external stakeholders to address policy changes.

- Research current trends in workplace unity and formulate suggestions to policies.
- Analyze policy proposals and recommend branch action.

Play a leadership role in engaging the organization in dialogue that promotes understanding and respect in the work environment.

Actively promote and articulate the agency’s values and goals and provide guidance to achieve these goals.

Keep the JCC information through reporting of the latest statistical information and developments in non-discrimination and harassment compliance, policies, and laws.

**EDUCATING**

Create and deliver training programs in venues that focus on developing bystander involvement, demonstrating interpersonal awareness, showing how to link teams to organization, encouraging respect and trust within the organization.

Create an environment aimed at fostering a workplace which consistently provides a welcoming and safe environment for all visitors and employees.

Develop and implement programs and education materials designed to meet the agency’s goals of a safe and nondiscriminatory workplace.

Create relationships with internal and external customers and create technical training programs for managers and employees aimed at increasing awareness and sensitivity.
OFFICE ADMINISTRATION AND SUPERVISION

Legislation requires the Legislative Branch create the Legislative Equity Office. This position will lead this office and work to address and solve issues related to harassment, discrimination and retaliation.

This involves working in coordination with the JCC and Employee Services to ensure the following:

- Required reports are prepared and presented;
- Training compliance;
- Coordinating a process and protocols for reporting and complaints to be heard and processed;
- Creating and disseminating building-wide and external climate surveys;
- Preparing and reviewing biennial budget;
- Recruiting and retaining professional and qualified staff;
- Negotiating and securing contracts for independent investigator(s); and
- Ensuring a safe and respectful workplace through policies, training and resources.

Serve as an internal consultant and change agent to design, develop and execute programs and initiatives that engage leadership and employees to effectively build diversity and inclusion values and practices into day-to-day operations and advance the Legislative Branch as a diverse and inclusive environment and organization.

Ensure programs foster inclusion, increase the branch’s workforce diversity and cultural competency, and are compliant and consistent with current federal and state guidelines and best practice.

COMMITTEE COMPLIANCE AND ASSISTANCE

Provide required information to the JCC:

- Draft and present required reports;
- Reviews drafts of committee rules;
- Solicits testimony and coordinates presentations;
- Attends committee meetings;
- Develop committee documents related to case resolution;
- Assists chair and members with application of legislative rules and procedures and provides testimony when requested;
- Monitors committee deliberations and decisions for necessary follow-up;
- Identifies and explains basic positions of legislative measure opponents and proponents; and
- Participate in any workgroups of the JCC.
PROGRAM EVALUATION

Collect data, conduct analysis, and provide reports to the JCC on the branch’s results related to harassment, discrimination and retaliation and any other relevant information.

Coordinate the branch’s compliance with and provide technical assistance and consultations on regulatory requirements in the areas of BOLI, EEOC, Title IX, LBPR, and any other state and federal laws as may apply.

Maintain accurate, detailed records of all discrimination and harassment reports, complaints, investigations and resolutions and provide reports as needed and appropriate regarding the same.

Evaluate program effectiveness through comprehensive research.

Develop processes for systematic organizational improvement.

Design and oversee the collection of data for organizational surveys;

- Analyze data,
- Evaluate findings and recommend policy and operational changes.
- Use data to inform and influence strategic planning and decision-making.

MISCELLANEOUS

- Attend workshops and training seminars to remain up-to-date on State and Federal law changes and increase knowledge in areas in which responsible.
- Testify during legislative session on bills relevant to the program area.

Other duties as assigned by the JCC.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
  - Equity and Inclusion principles and cultural competencies, Equal Employment Opportunity (EEO) and affirmative action laws and regulations.
  - Principles and practices of management, including planning, organizing, directing, motivating, controlling and decision making.
  - Principles and practices of organizational behavior.
  - Principles and practices of financial management.
  - Theory and techniques of organization development.
  - Employment laws, regulation, policies and procedures including new statutory and regulatory requirements affecting the workplace.
• **Skill in:**

  ➢ Communicating effectively in writing and in oral expression
  ➢ Analyzing general, statistical and technical reports. Interpret and apply statistical or other data to specific issues.
  ➢ Supervising, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations, determining subordinates' training needs and arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and initiating disciplinary action when warranted.
  ➢ Establishing operating and/or reporting relationships.
  ➢ Selecting and developing staff by utilizing participatory management, personnel assessment and performance review.
  ➢ Planning, organizing and controlling the use of human, equipment and budgetary resources to achieve department, agency, division, institution or program goals and objectives.
  ➢ Public speaking.
  ➢ Applying the principles and practices of employee relations.

• **Ability to:**

  ➢ Translate or explain what information means and how it can be understood or used to support responses to others.

**MINIMUM JOB REQUIREMENTS**

A bachelor’s degree in a social science or equity related field. A master’s degree in a related area or law degree is preferred.

Ten years professional experience related to diversity, inclusion and equity including training, conducting investigations, writing reports, policy development, consulting and recommending and implementing practices to enhance equity in the workplace. At least five years managing staff, budget and operations

Strong communication, conflict resolution, and negotiating skills as demonstrated by work experience.

★ An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

**OTHER REQUIREMENTS**

None.
WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met 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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.