



Working Title: Diversity, Equity and Inclusion Manager 2
Job Class: Director of Equal Opportunity and Access
Agency: Children Youth & Families Dept

- **Job ID:** 82245
- **Location:** St. Paul
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-time
- **Regular/Temporary:** Regular
- **Who May Apply:** Open to all qualified job seekers.
- **Opening Date:** 12/4/2024
- **Closing Date:** 12/24/2024
- **Hiring Agency/Seniority Unit:** Children, Youth, and Families Dept /DCYF Central Office
- **Division/Unit:** DCYF/ General Counsel
- **Work Shift:** Day Shift
- **Work Hours:** 8:00am - 4:30pm
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** Auto populated when posted
- **Bargaining Unit/Union:** 220-Manager-Unrepresented
- **FLSA Status:** Exempt
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The Department of Children, Youth, and Families is unable to provide sponsorship for work visas. Applicants must be eligible to work in the United States at the start of employment. DCYF does not participate in E-Verify.

The work you'll do is more than just a job.

With the creation of the Minnesota Department of Children, Youth, and Families (DCYF) on July 1, 2024, Minnesota prioritized ensuring that children and families have the building blocks to help them thrive. Strong families are better able to raise up thriving children, and then we all do better.

If this message resonates with you, your work will be more than just a job. You will build, connect, and work every day with a team that is passionate about and committed to supporting families and children.

Read on for more about the hiring for this critical role, which will be cornerstone to DCYF's success in ensuring that the agency is at the forefront of compliance with foundational components of our work such as civil rights compliance, affirmative action, equal opportunity and access, and other state and federal laws that support and lift up opportunities for all.

Job Summary

*** [Telework](#) (Within Minnesota or neighboring states only; *telework is not allowed in other states*) and flexible hours options are available.***

***We are holding a virtual Information Session on 12/16 at 12:00 pm (noon) to discuss this opening and answer questions from potential applicants! More information on this will be posted on our careers site soon at <https://dcyf.mn.gov/careers>**



The DCYF General Counsel's Office currently a team of four, which will triple in size in the next few months. The Equal Opportunity and Access (EOAD) Director will lead DCYF work to support affirmative action and equal employment opportunity ("AA/EEO"); a workplace free of discrimination and harassment; and workplace diversity and cultural responsiveness. The EOAD Director will also lead and direct agency compliance with civil rights laws, the Americans with Disabilities Act ("ADA"), and related federal and state laws requiring equitable access to both employment opportunities and human services assistance. The EOAD Director will also serve as a key collaboration partner and resource for the Equity and Engagement and Human Resources divisions within DCYF, and DCYF's Chief Compliance Officer. The EOAD director will have ready access to the agency's employment counsel in fulfilling these duties.

EOAD Director responsibilities include:

- Direct DCYF's efforts in implementing equal opportunity, affirmative action, and diversity and inclusiveness in employment and service delivery.
- Lead the Equal Opportunity and Access Division (EOAD) operations so that DCYF programs and policies support and reflect the agency's implementation of equal opportunity and inclusiveness in employment and service delivery.
- Direct the investigation of complaints of unlawful discrimination filed internally or externally (with the Minnesota Human Rights Department, the Equal Employment Opportunity Commission, and U.S. Office for Civil Rights) so that clients of federally funded human services programs receive appropriate treatment regardless of their race, ethnicity, sex, age, disability, or religion.
- Serve as the DCYF Affirmative Action Officer and direct the development, administration, approval and monitoring of affirmative action plans and equal opportunity programs for DCYF, to ensure agency is compliant with State and Federal affirmative action, EEO, and civil rights laws and regulations.
- Direct and oversee development, monitoring, and implementation of policies and procedures which provide equal access for recipients of programs administered by DCYF.

Minimum Qualifications:

*****To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month, day and year for each job held.*****

Demonstrated leadership experience, which can include:

- Experience as a supervisor, lead worker, team lead, project lead
- Completion of a State of Minnesota leadership program (e.g. ELL, L4)
- A paid/unpaid position leading a program or chairing a committee (e.g. ERG) - experience must include:
 - 1+ year of experience identifying issues, goals, and strategic actions
 - 100+ hours per year time commitment

AND

Five years of professional work experience in the practice of law or working on equal opportunity and access-related requirements (EEO/AA). Experience must demonstrate:

- A solid working knowledge and understanding of EEO/AA laws, rules, and regulations, including but not limited to the Minnesota Human Rights Act, the Americans with Disabilities Act, civil rights requirements, and affirmative action and equal employment opportunity requirements;
- Experience supporting diversity, equity, inclusion, and antiracism initiatives;
- Experience engaging and motivating others in collaborative efforts and to deal effectively with individuals and groups with sometimes conflicting perspectives, interests, and positions;
- Knowledge of the function of state and local human service delivery systems;
- Experience in equitably formulating, implementing, and evaluating policies, procedures, and programs.

Preferred Qualifications:

- License to practice law.

- Experience developing an equal opportunity and access-related compliance system.
- Knowledge of the Minnesota Government Data Practices Act and ability to analyze data, determine classification of data and provide protection of not public data.
- Experience working with State and/or Federal government agencies (e.g. Minnesota Department of Human Rights, Minnesota Management and Budget, U.S. Equal Employment Opportunity Commission, and U.S. Office for Civil Rights).
- Knowledge or experience with Title VI of the Civil Rights Act of 1964 regarding civil rights coordination and limited English proficiency compliance, protected class discrimination complaints and investigations, ADA (Title I and Title II) accommodation requests, digital accessibility standards, and/or translation services.
- Experience allocating staff and fiscal resources.
- Variety of experiences working effectively with others from different backgrounds and cultures.

Additional Requirements

REFERENCE/BACKGROUND CHECKS – DCYF will conduct reference checks to verify job-related credentials and a criminal background check prior to appointment.

How to Apply

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Cyndi Jahnke at cyndi.jahnke@state.mn.us

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Amy John at amy.john@state.mn.us.

If you are an individual with a disability and need an ADA accommodation for an interview, you may contact the Department of Human Services’ ADA Coordinator at [651-431-4945](tel:651-431-4945) or DHS_ADA@state.mn.us for assistance.

About Children, Youth and Families Department

Together, we’re working to advance equitable outcomes for children, youth, and families through transformative, partnership-driven policies, programs, and practices.

Why Work for Us

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency’s mission
- 91% of employees feel trusted to do their jobs

- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 12 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and indicate what assistance is needed.