



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DEPUTY DIVERSITY, EQUITY, & INCLUSION OFFICER

Group-Section: Office of CFO/Diversity Equity & Inclusion

FLSA Status: Exempt

Bargaining Unit: Unrep

Salary Grade: 80

Job #: Z77

JOB SUMMARY

Responsible for assisting with the strategic oversight of the Diversity, Equity, and Inclusion (DE&I) Office. Oversight of key aspects of DE&I's overall impact on the organization, including but not limited to, analytics, reporting and measurement, governance of the company's Employee Resource Groups (ERGs) and all workforce development and communications efforts.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

OVERSIGHT

Receives direction from the Diversity, Equity & Inclusion Officer, Assistant General Manager/Chief Financial Officer, Group Manager, or Designee. May manage and supervise a staff of managers, professionals, paraprofessional, and administrative Support.

JOB DUTIES

1. Assists the Diversity, Equity, and Inclusion Officer with strategic oversight to ensure the district's actions are reflective of the highest standards of Diversity, Equity, and Inclusion. Collaborates with, educates, and advises Executive Management and Human Resources on the strategic integration of DE&I operating principles into the business goals and initiatives and long-range planning; and creates and implements strategies and success measures to ensure consistency in practices and messaging.
2. Develops and manages a robust data-driven baseline across key focus areas for Diversity, Equity, and Inclusion—Procurement, HR Analytics, Community Engagement and Supplier Diversity.
3. Develops and defines metrics that measure the impact of the DE&I program; tracks progress against metrics that drive DE&I accountability and reports on the efficacy of our DEI efforts to guide decisions and future DE&I initiatives.
4. Develops, implements, and manages a better governance structure for Employee Resource Groups that is aligned to the overall Diversity, Equity, and Inclusion strategic plan. Ensures the DE&I program engages internal stakeholders and drives accountability throughout the organization.
5. Leads efforts to evaluate and develop policies related to Diversity, Equity, and Inclusion.
6. Advances and oversees workforce development efforts to help build a pipeline of diverse talent for Metropolitan.

7. Advances and oversees strategic communications for Diversity, Equity, and Inclusion, in partnership with External Affairs to effectively tell the DE&I story, build brand capital for Metropolitan and help attract a diverse talent pipeline.
8. Develops recommendations and best practice resources for deployment by organizational leadership. Remains current on emerging DE&I practices through external networks and organizations.
9. Coaches and mentor's employees; identifies employee development and training requirements
10. Performs other job duties as required.

EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS

Education and Experience: A bachelor's degree from an accredited college or university in a related field and eight 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 in a related field and six 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

Job Title: Deputy Diversity, Equity, and Inclusion Officer

Job Code: Z77

Adopted: 12/05/22

Effective: 06/26/22

Revised: 12/10/24

Supersedes: 12/08/22

Registrations

- None

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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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, 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.

Vision Requirements: No special vision requirements.