



# Director

OFFICE OF EQUITY & RACIAL JUSTICE

Anticipated Hiring Range: \$205,000 - \$215,000 Annually  
*Excellent Benefits Package*

# The Position

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## **Embrace Your Legacy: Lead the Way in Equity and Racial Justice Excellence.**

The County of San Diego is seeking applications for the **Director, Office of Equity and Racial Justice (OERJ)** position. This executive management position will endeavor to connect with all the various communities in the County to ensure we are responding to each community appropriately and addressing their specific and diverse needs.

The goal of this position is to collaborate with trusted community organizations and establish more equitable and accessible services, programs, and resources to all. This position requires a culturally competent leader who values and can leverage the County's racial, cultural, and religious diversity to advance the County's commitment to an equitable and inclusive region.

### **Key service areas will include:**

- Plans, directs, and evaluates the overall activities of the Office of Equity and Racial Justice.
- Engages underserved communities and includes them in setting County department priorities and budget-making process.
- Administers the duties and responsibilities of the Human Relations Commission by providing staff support and facilitation of related meetings, activities, and membership.
- Advances racial and social equity and inclusion efforts by collaborating with internal and external stakeholders throughout the County to strategically align efforts to identify core priorities for process and policy improvement and program development.
- Ensures the involvement and participation of underrepresented groups in the contract source selection process.
- Collaborates with County departments that administers restorative justice programs to report mutual activities, align best practices, identify barriers and gaps to ensure robust restorative practices throughout the region.
- Works alongside other jurisdictions in the region that have similar entities to ensure cohesion and avoid duplication of efforts.
- Identifies state and federal grant opportunities to support the expansion of community-based restorative justice programs and activities, and in addition, sets aside County funds for this purpose.
- Creates and administers outreach and engagement strategies targeting underrepresented groups to ensure equitable application of County efforts.
- Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.



**Collaborating with the community to develop policies that ensure equitable opportunities for all, regardless of race or background.**

OFFICE OF EQUITY AND RACIAL JUSTICE



# Ideal Candidate

The ideal candidate will be an inclusive, results-oriented leader whose work is grounded by a commitment to equity, inclusion, empowerment, and people. A person who can transform strategy into operational goals and objectives and produce measurable outcomes. A proven, caring leader with a career history that demonstrates outstanding leadership and change management skills and the ability to embrace and celebrate the culture, ethnic diversity, and community values of the San Diego region. The ideal candidate will also have excellent coaching, communication, and leadership skills, a background in organizational development, and previous experience developing organizational culture, workforce planning, and customer service.



## The ideal candidate will also possess the following leadership attributes and competencies:

- Strong knowledge of theories, principles and practices of effective management, public administration, and strategic planning process and techniques, including budgeting, purchasing, contracting, and maintenance of public records.
- Exceptional knowledge of social, political, and environmental issues influencing equity program development and implementation.
- Proven ability to perform policy analysis and development techniques and methods of formulating and advocating for public policies specific to equity issues.
- Excellent communication skills when interacting with the public, diverse stakeholder groups, and senior leaders.
- Visionary and strategic thinker that identifies and defines complex equity and human rights issues and develops sound conclusions and recommendations.
- Deftly identifies strategies and target resources to address root causes of inequities.
- Expertise in planning, organizing, managing and directing the implementation of equity programs.
- Experience in preparing clear, concise, and comprehensive correspondence, reports, studies, and other written materials
- Strong background in social, political, and environmental issues influencing equity program development and implementation.
- Ability to exercise tact and diplomacy in dealing with highly sensitive, complex, and confidential issues and situations involving the Board of Supervisors' impact on County policies and issues.
- Builds strong working relationships and networks with underrepresented groups, and organizations that serve them.
- Extensive knowledge of policies and practices that support diversity, inclusion, and cultural competency to advocate for more socially just working environments and communities.



# The Department

The mission of the **Office of Equity and Racial Justice** is to partner with the community to co-create transformative, enduring, structural and systemic change in San Diego County government. The department bridges San Diego County departments and community voices to design bold policies and practices to advance equity. The department also champions belonging for all and advocates for people suffering from structural and systemic racism and exclusion.



OERJ is dedicated to the following Programs and Initiatives:

## 1. Operationalizing Equity

- OERJ develops tools and processes to help departments embed equity considerations into their programs, policies, and action plans.

## 2. Socially Equitable Cannabis

- Learn about the project development at [Engage San Diego](#).

## 3. Intersectional Gender Equity

- OERJ is collaborating with the San Diego County [Commission on the Status of Women and Girls](#) to develop baseline analyses and action plans for the County's implementation of the Convention on the Elimination of All Forms of Discrimination Against Women ([CEDAW](#))

## 4. Leon L. Williams Human Relations Commission

- OERJ provides administrative support to the [County of San Diego Leon L. Williams](#) Human Relations Commission, which was reestablished in 2020 to promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.

## Minimum Qualifications

**Five** (5) years of management level experience that demonstrates the ability to perform the essential functions of the classification **AND** a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency.

## Salary & Benefits

The anticipated hiring range is \$205,000 - \$215,000 annually. Salary reviews are performance-based and goal-oriented.

### Benefits include:

- 15 days of paid vacation, 14 paid holidays, 13 days of paid sick leave, 10 days of paid executive time off and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for more information, visit [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$20,000



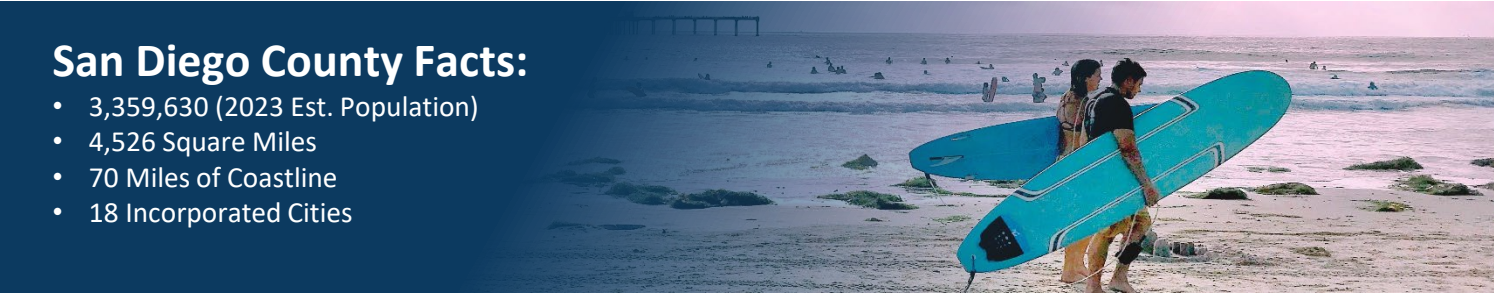




# Work Where You Play!

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp Quarter.

Heading east you will eventually find mountains, that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.



## San Diego County Facts:

- 3,359,630 (2023 Est. Population)
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities



## San Diego Weather Averages:

- Average Temperature: 72°f
- High Temperature: 73°f
- Low Temperature: 58°f
- Average Rainfall: 10.4 Inches



The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](https://www.sandiegocounty.gov) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.



# How To Apply

## Application Process And Recruitment Schedule

1. Complete the online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr) select Current Job Postings, Job Number **24214610UOERJ**.
2. Attach your resume at the Attachment step of the application.
3. Attach a copy of your degree, transcripts, or certified foreign equivalency.

### Key Dates

- Candidate resume review: Week of February 24
- Interviews: Weeks of March 10 and March 24
- Finalist interviews: Week of March 31

## Special Notes

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age, and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

## Contact Information

You may direct any questions regarding the application or selection process to Jorge Puente, Executive Recruiter at [Jorge.Puente@sdcounty.ca.gov](mailto:Jorge.Puente@sdcounty.ca.gov). You may direct any questions regarding the position to Shontay Turner, Group HR Director at [Shontay.Turner@sdcounty.ca.gov](mailto:Shontay.Turner@sdcounty.ca.gov).



**COUNTY OF SAN DIEGO**  
EQUITY & RACIAL JUSTICE

*You Belong Here!*

