



**CITY OF COLORADO SPRINGS**  
 invites applications for the position of:  
**EDI (Equity, Diversity and Inclusion) Specialist II**

**SALARY:** \$4,841.83 - \$5,812.50 Monthly

**DEPARTMENT:** Human Resources

**OPENING DATE:** 06/23/20

**CLOSING DATE:** 07/07/20 04:00 PM

**FLSA:** Exempt position

**DESCRIPTION / POSITION OVERVIEW:**



**Read why COS is 'One of the Best Places to Live' according to US News and World Report.'**

Learn about the City of Colorado Springs as an employer and what our beautiful city has to offer as a place to live and work by clicking on the following links: <http://www.choosecoloradosprings.com/>  
[https://coloradosprings.gov/sites/default/files/inline-images/candidate\\_info\\_packet\\_6.26.17\\_updated.pdf](https://coloradosprings.gov/sites/default/files/inline-images/candidate_info_packet_6.26.17_updated.pdf) (Download PDF reader).  
 This information may change annually.

**EDI Specialist II**

Are you passionate about Equity, Diversity and Inclusion (EDI) and ready to make a difference? The City of Colorado Springs is looking for an EDI Specialist II to join the Human Resources (HR) team. In this position, you will perform a variety of administrative, analytical, and strategic operational duties in support of EDI programs for the City (City of Colorado Springs). You will assist the HR Manager in planning, designing, and executing programs that help the City progress as an employer of choice. You will also lead projects, facilitate, and teach on a variety of EDI topics across the organization enabling employees to reach their full potential and bring their whole selves to work.

This position reports to the HR Manager over Equity, Diversity and Inclusion, Organizational Development, Recruiting, and HR Information Systems (HRIS).

**Essential Functions** - the basic job duties an employee must be able to perform:

- Lead, inform, and influence systematic change to develop and implement culturally responsive systems through educating, leading, and developing organizational policies and practices under the supervision of the HR Manager

- Collaborate with other HR staff (e.g., HR Business Partners) and managers to encourage the development and hiring of diverse employees reflective of the Colorado Springs community through policies, training, and talent management;
- Implement a welcoming climate in order to cultivate trust and sense of belonging
- Coordinate with the HR Organizational Development team to analyze metrics and data; create an action plan to ensure training is effective in EDI
- Coordinate with the HR Employee Relations team to develop organizational policies and practices
- Coordinate, plan, and execute equity, diversity and inclusion initiatives and events
- Create and manage equity, diversity and inclusion content for the intranet, external site, and NeoGov platforms; contribute to the development of outward-facing platforms
- Convene and lead ongoing community connections that sustain equitable and inclusive practices
- Coordinate and track sponsorships of diversity events and partnerships with strategically aligned organizations; implement and execute diversity seminars, workshops, trainings, and other events pertaining to EDI within the City
- Perform quantitative and qualitative analyses and technical and analytical assessments on the City's workforce, including major occupations, grade levels, and other categories by race, ethnicity, gender, and disabilities as compared to appropriate benchmarks and metrics; conduct research and provide reports on EDI best practices and legal compliance
- Maintain current diversity statistics; assist with responses to requests for proposals and surveys requested by citizens, employees, and outside organizations
- Collect, track, and analyze industry-wide and organization specific diversity data; measure program effectiveness against established goals and initiatives
- Assist the Chief HR & Risk Officer and Assistant Director with projects as assigned
- Support the HR Manager with programs assignments and other HR related projects and duties, including, EEO reporting, grant responses, and strategic planning and participation on city-wide workgroups

**We are looking for candidates who demonstrate:**

- Knowledge of outreach tools and strategic assessments
- Knowledge of methods and techniques of data collection, research, and report preparation
- Knowledge of pertinent federal, state, and local laws, codes, and regulations
- Knowledge of various social media platforms
- Ability to collect and track diversity data
- Ability to establish and maintain effective working relationships
- Ability to communicate clearly and concisely, orally and in writing
- Exceptional customer service and organizational skills

**Successful candidate will have:**

- A bachelor's degree from an accredited college or university with major coursework in human resources, business administration, community development, communications, or other specifically related field
- Three years of full-time professional experience in equity, diversity and inclusion program management or human resources

**SUCCESSFUL CANDIDATE WILL HAVE:****IDEAL CANDIDATES WILL ALSO HAVE:****ADDITIONAL INFORMATION:**

This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.

The City does not sponsor applicants for work visas.

Please visit <https://coloradosprings.gov/jobs> and click on 'Apply for a City Career' > 'City Career Postings – Apply Now' button to complete an online application. All job applicants will need to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).

Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.

Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position's closing date and time listed in the job posting. HR will review the last application you submit for a position.

To view the City's job classifications, including physical demands and descriptions, go to <https://www.coloradosprings.gov/human-resources/page/job-classifications-descriptions>.

To view the status of your application, go to <http://agency.governmentjobs.com/cosprings/default.cfm>.

To be notified of future career opportunities, go to <http://coloradosprings.gov/jic>

**If hired, you will be required to provide proof of your eligibility to work in the United States.**

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**Equal Opportunity Employer**

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.coloradosprings.gov>

Position #13658  
EDI (EQUITY, DIVERSITY AND INCLUSION) SPECIALIST II  
KV

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Colorado Springs, CO 80903  
719-385-5171  
719-385-5171

[marcy.wilmore@coloradosprings.gov](mailto:marcy.wilmore@coloradosprings.gov)

**EDI (Equity, Diversity and Inclusion) Specialist II Supplemental Questionnaire**

- \* 1. Do you have a bachelor's degree or higher from an accredited college or university with major coursework in human resources, business administration, community development, communications or other specifically related field?
  - Yes
  - No
- \* 2. Do you have three or more years of full-time professional experience in equity, diversity and inclusion program management or human resources?
  - Yes
  - No
- \* 3. If yes, please explain, in written detail, your experience, including your role and where you gained the experience.
- \* 4. An important role in this position will be to encourage Equity, Diversity and Inclusion (EDI) efforts for the City of Colorado Springs. What approach would you take in achieving this goal?

- \* 5. In this position you will help implement and execute diversity seminars, workshops,

trainings, and other events pertaining to EDI within the City. Please tell us about any experience you have in these areas, including your role and where you gained the experience

- \* 6. This position will encompass researching metrics and data, and creating action plans and policies. Please tell us about your experience in these areas.
- \* 7. This position will be responsible for tracking diversity data and assisting with EEO reporting. Please tell us about any experience you have in these areas.
- \* 8. If you are a current City of Colorado Springs employee, please enter your employee identification number. If not a current employee, please enter n/a
- \* 9. By answering "yes" to this question, I understand the following: - My application may not be considered if it is not completed in full, which includes the entire work experience section. - I am to provide information for at least ten (10) years of my employment history (if applicable) under the work experience section of the application. - I am to provide all information requested even if not designated as a required field by NEOGOV's recruiting software. (This software could not be modified by Human Resources to require the completion of all fields.)
  - Yes
  - No

\* Required Question