

DRAFT – for discussion with City Leadership Team Nov. 5, 2024

Equity Officer¹ Proposed Roles and Responsibilities

KEY ROLES:

Direct and Act:

- **Manage the Office of Equity and Human Rights**, including supervisory oversight of staff and major works groups: equity policy and practice, equity training and education, Civil Rights Title VI and Equity, language access, ADA Title II and Disability Equity, and LGBTQIA2S+ Equity.
- **Provide expertise, recommendations, and leadership** to support the pursuit of equity objectives citywide.
- **Convene and build relationships** with equity practitioners, city leadership, and other stakeholders working in the City to understand organizational dynamics and align efforts.
- **Develop and maintain partnerships** with regional community and municipal leaders to share resources and support broader equity-related efforts, conducted in collaboration with executive leadership and those overseeing citywide practices.

Consult and Act:

- **Lead and facilitate a unified approach to equity** aligned with and incorporated as part of the City's strategic plan, conducted in collaboration with equity practitioners and other stakeholder groups internal and external to the City. The approach should prioritize:
 - **Clarifying roles, responsibilities, and relationships** of the Office of Equity and Human Rights and equity practitioners citywide,
 - **Forming and integrating shared definitions** of equity and an organizational approach to operationalizing its core values of equity and anti-racism, and
 - **Implementing equity policies and baseline standards of practices** to promote accountability and consistency across the organization.
- **Strengthen accountability** by developing systems for monitoring progress, aligning metrics, and reporting on equity initiatives across bureaus.
- **Promote and build organizational capacity** by overseeing the provision of resources, training, and strategic support for equity practitioners and city staff.

¹ Leadership decision is needed on the final position title for the recruitment posting. The title should denote the executive-level authority of the position and should be consistent with city's current practices and/or standards for similarly held positions overseeing other citywide areas of the organization.

Act on Instruction:

- **Support implementation of equity policies passed by Portland’s City Council or the City Administrator**, including establishing clear procedures and guidelines.
- **Provide support for citywide initiatives** as requested by the City Administrator.
- **Liaise with City’s public commissions and committees** to develop and incorporate equity-focused goals, policies, and strategies.

Shared Leadership Responsibility with City Administrator and other City Leadership²:

- **Provide strategic direction and support** to bureaus and service areas in the development and implementation of equity plans and outcomes.
- **Partner with specialists, operations teams, and programs** citywide to design and implement procedures that ensure compliance with local, state, and federal regulations, including Title VI of the Civil Rights Act of 1964, Language Access, and Title II of the Americans with Disabilities Act (ADA).
- **Implement changes and corrections to address disparities** through the lens of race, gender identity, sexual orientation, language access, and disability using an intersectional approach.

² Equity Officer will have shared leadership responsibilities with the City Administrator, Assistant City Administrator, Deputy City Administrators, Bureau Directors, Other Officers, City Attorney and City Auditor.