



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b>	Position Description for Chief Equity Officer, Office of the County Executive	<b>Number</b>	7-19
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	July 9, 2019

Montgomery County Regulation on

## POSITION DESCRIPTION - CHIEF EQUITY OFFICER, OFFICE OF THE COUNTY EXECUTIVE

Issued by: County Executive  
Regulation No. 7-19

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

Council Review: Method (1) under Code Section 2A-15

Register Vol. 36 No. 2

Effective Date: July 9, 2019

Comment Deadline: March 3, 2019

**Summary:** This regulation establishes the position description for Chief Equity Officer, Office of the County Executive, a non-merit position.

**Staff contact:** Kimberly Williams, Office of Human Resources  
(240) 777-5198

**Address:** Office of Human Resources  
Executive Office Building  
101 Monroe Street, Fifth Floor  
Rockville, Maryland 20850

**Background:** Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

## CHIEF EQUITY OFFICER, OFFICE OF THE COUNTY EXECUTIVE

### DEFINITION OF CLASS:

This is an appointed, non-merit full-time position in the County Government reporting to the Chief Administrative Officer (CAO). The incumbent directs, administers, and facilitates the Countywide equity programs; works to build an infrastructure to ensure policy decisions are evaluated through an equity lens to create fair access to opportunity; collaborates with County departments, employees, community members, and



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other stakeholders to make meaningful movement towards a more equitable county; and performs related duties as assigned.

## MAJOR DUTIES:

This single-incumbent executive management classification exercises broad direction over equity work across Montgomery County. The incumbent provides leadership and vision to ensure the development and management of innovative and effective strategies to achieve racial equity for Montgomery County residents. The work requires considerable initiative and judgment, and the ability to make independent decisions within broad policies and procedures as determined by County executive management, the Council, and federal, State, and County laws, ordinances, and regulations.

## EXAMPLES OF DUTIES: (Illustrative Only)

- Identifies disparities and the systemic causes that may exist within the County's departments and community.
- Oversees design, coordination, and implementation of programs, policies, and practices aimed at addressing the systemic disparities existing in the delivery of County services.
- Develops and creates awareness and understanding in the use of an equity lens to develop and implement programs and practices.
- Creates an infrastructure to sustain the County's commitment to equity.
- Implements the Countywide and Health and Human Services' Racial Equity Plans and other related plans.
- Provides leadership, guidance, training, and support to internal and external partners in the development and delivery of equity programs and tools; and develops work plans and training materials.
- Analyzes proposed legislation and regulations and provides expert technical guidance and leadership to management and elected officials on equity issues affecting County programs and practices.
- Establishes baseline disparity data targets/benchmarks in collaboration with partners; and establishes goals and initiatives to make progress and processes to track outcomes.
- Develops methods to determine how disparate impacts will be documented and evaluated; and collects, evaluates, and analyzes indicators and progress benchmarks related to addressing systemic disparities.
- Directs, evaluates, and coordinates analyses and recommendations regarding race and equity policy issues and long-range plans to address department and community needs and services; and develops and coordinates reports and supporting materials to be presented to the Council for information or action.



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- Develops and deepens relationships with community members and non-profits committed to racial equity work; and participates in community equity collaborations on behalf of the County to identify and address cumulative impacts of institutional and structural inequities in the County.

### MINIMUM QUALIFICATIONS:

**Education:** A Bachelor's degree from an accredited college or university in sociology, education, public administration, ethnic studies, communication, social work, public health, or a closely related field. A Master's degree or other advanced degree in a related field is highly desirable.

**Experience:** At least five (5) years of experience of demonstrated success in the administration of community, educational, or social justice programs which focus, in part, on the elimination of structural racism. At least two (2) of those years must be in a managerial, supervisory, or program administration capacity. Experience in a public agency is strongly preferred.

#### *Advanced Knowledge of:*

- Theories, principles, and practices of effective management and strategic planning process and techniques.
- Social, political and environmental issues influencing equity program development and implementation.
- Effective institutional change management principles and practices.
- Effective interpersonal and group communication techniques.
- Policy analysis and development techniques and methods of formulating and advocating for public policies specific to equity issues.
- How inequities were created, are currently reinforced and maintained, and can be removed.
- Principles and practices of community and public relations.

#### *Ability to:*

- Plan, organize, manage, and direct the implementation of equity programs.
- Effectively manage diverse employees and groups and apply effective management skills in the areas of planning and project management including organizing, directing, motivation, and evaluation.
- Act as a visionary and strategic thinker to identify and define complex equity disparities; develop sound conclusions and recommendations; and represent recommendations in a way that is compelling to a variety of institutional and community audiences.
- Conduct racial impact analysis; and utilize evidence and data to recommend improvements to life outcomes for marginalized populations.
- Represent the County effectively on equity issues in a variety of forums.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.



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- Speak clearly, explicitly, and convincingly to diverse audiences.
- Recognize and acknowledge existing cultural and racial "blind spots" and work toward addressing them.
- Exercise sound, expert independent judgment and political acumen within general policy guidelines.
- Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.
- Build effective strong working relationships, partnerships and networks with communities of color, and the organizations that serve them.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

Approved:

Marc Elrich, County Executive

4/9/19

Date

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF THE COUNTY ATTORNEY

1/11/19