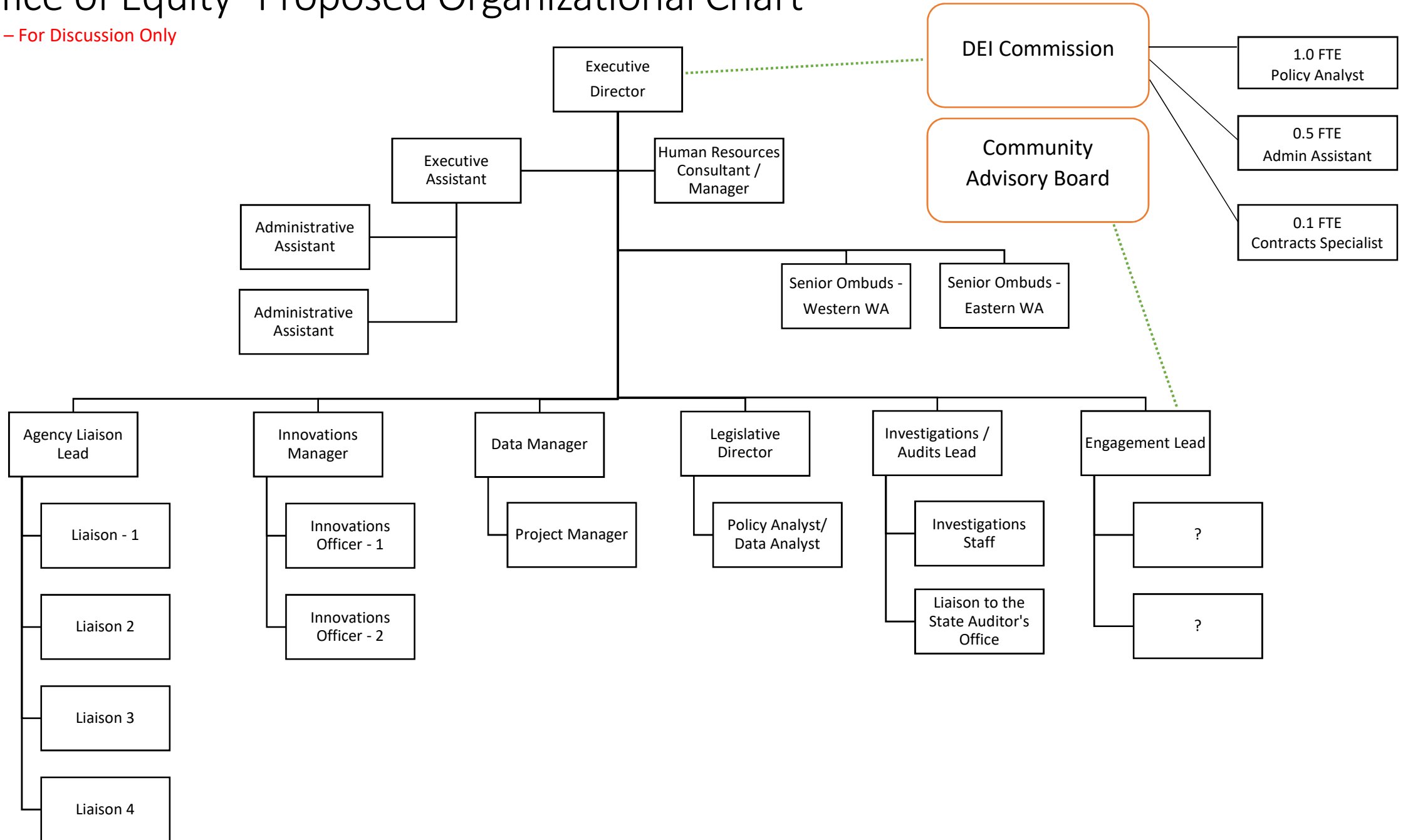


Office of Equity- Proposed Organizational Chart

Draft – For Discussion Only



Position Descriptions

Executive Director

- Oversees administration, programs, and strategic plan
- Leads staff through a vision and mission
- Represents the Office when interacting with the Legislature, agencies, and external partners (communities, other states)
- Maintains primary contact with the DEI Commission, and serves as a conduit between the Equity Office and DEI Commission

Executive Assistant / Administrative Assistant 5

- Principal assistant for administrative matters to the Exec Director
- Provides support for varied and complex projects
- Makes decisions and acts for supervisor in administrative matters
- Provides supervision for other administrative staff

Administrative Assistant 3 (x2 positions)

- Perform varied administrative and secretarial support duties
- Responsible for one or more major program activities
- Areas may include, but are not limited to, the following: budget development and/or management, expenditure control, office space management, equipment purchases, public relations, personnel administration, records management, and report preparation

Human Resources Consultant 4

- Provides advice and consultation to management, professional staff, and peers
- Handles the organization's most sensitive, complex, or critical HR issues
- Interviews and makes hiring recommendations, conducts training
- Provides advice, interpretation and counsel to clients regarding applicable human resource rules, regulations, policies and procedures in areas such as classification, compensation, performance management, grievance resolution, reasonable accommodation, organizational development and layoff

Senior Ombuds – Western WA (1) & Eastern WA (1)

- Help solve problems flagged by constituents or other individuals who experience barriers when accessing WA state systems
- A complaint can trigger an investigation or an audit

Agency Liaison Lead

- Provides guidance and technical assistance to management at agencies
- Communicates Equity Office's recommendations and coordinates liaisons' activities
- Provides supervision to agency liaisons and coordinates their work under a consistent message

Agency Liaisons / Management Analyst 5 (x4 positions)

- Provides guidance and technical assistance to agencies in specialized areas
 - Help identify common challenges and barriers
 - Help identify solutions to reduce/eliminate barriers
 - Promote promising practices across state agencies
- Works with agencies to establish agency-specific determinants of equity, which will inform any evaluation and accountability efforts
- Assists agencies in using equity tools (impact assessment; policy/practice review; equity lens for decision-making)
- Works with other liaisons to maintain an inventory of DEI efforts across agencies
- Works with other liaisons to connect agency staff to each other and with the resources and tools they need
- MA5 description: Makes recommendations regarding highly complex, unprecedented issues involving organizational change, process improvement and policy development; or issues involving a broad scope and significant impact on outside agencies or institutions, organizations, statewide, and the public. Provides expert advice and consultation to executive management, internal departments and outside organizations with varying issues, diverse and conflicting interests.

Investigations/Audits Lead

- Ensures the work of the Ombuds, investigations staff, Liaison to the SAO, and agency liaisons is connected to inform agency action plans
- Ensures the Equity Office is accountability to the public by: (1) fulfilling its role in helping solve issues and (2) following up with investigations or an audit if appropriate
- Compiles reports that covers an agency's strengths/accomplishments, areas for improvement, and areas for corrective action

Investigations Staff

- Performs examinations of a specific rule, policy, or procedure in state government
- These examinations can be periodic, informed by agency-specific outcomes, or be triggered by complaints submitted to the Ombuds

Liaison to the State Auditor's Office

- Serves as the bridge between the Equity Office and the SAO as they work together to establish standards and processes for agency audits. Auditing will be based upon agency-specific determinants of equity, action plans, and Equity Office guidelines.

Innovations Manager

- Supports the Equity Office's role as a leader in DEI efforts
- Helps identify and promote innovative approaches by convening practitioners at state agencies, within communities, and outside of WA
- Manages accessible platforms for the exchange of information and best practices. This can include an online forum, in-person meetings for agency staff and community leaders, and varied trainings that meet staff where they are.
- Staffs the Interagency Equity Workgroup, which currently sits with the Governor's Interagency Council on Health Disparities
- Works with the Engagement Lead (or Community Liaison?) to align the Office's policies and practices with the Community Advisory Board's recommendations
- Provides supervision for the two Facilitator positions (see below).
- Management Analyst 5 description: Provides expert level analyses to management, staff and both internal and external customers regarding highly complex, multidimensional issues impacting agency/institution-wide programs and policies.

Innovations Officer (x2 positions)

- Works with the Innovations Manager to:
 - Help identify and promote innovative approaches by convening practitioners at state agencies, within communities, and outside of WA
 - Manage accessible platforms for the exchange of information and best practices. This can include an online forum, in-person meetings for agency staff and community leaders, and varied trainings that meet staff where they are.
- Provides additional staff support to the Interagency Equity Workgroup and the Community Advisory Board
- Works with agency staff to facilitate change management
- Works with agency staff to promote systems and culture change (e.g. develop messaging and training)

Data Manager

- Works with Results WA and agencies to establish agency-specific performance measures, informed by the agency-specific determinants of equity
- Creates and maintains the 'data-verse,' incorporating performance measures (disaggregated data), lived experience, and stories from communities
- Convenes an interagency data workgroup to establish standards for the collection, analysis, and reporting of disaggregated data. This work ensures data are useable and sharable across agencies.
- Provides technical support to agency staff regarding best practices for the collection, analysis, and reporting of disaggregated data
- Designs and directs research and data projects
- Provides supervision for the Project Manager/Data Analyst position
- Data Consultant 4 description: Designs or directs design of computerized reporting systems; supervises gathering and analysis of highly complex data and preparation of periodic or special statistical and narrative reports; coordinates work of unit with that of data processing and other groups; Studies proposed program changes to ascertain costs, equity, social desirability, and administrative feasibility; studies department programs to determine effectiveness and need for changes; drafts proposed legislation.

Project Manager (or Data Analyst?)

- Supports the Data Manager in establishing and maintaining the public dashboard
- Supports the Data Manager in working with Results WA and agencies to establish performance measures
- Works with agencies around data decolonization and promotes an equity lens
- Fulfills internal requests for research and data analyses, including projects that support the DEI Commission and the Community Advisory Board's work

Legislative Director

- Advises the Executive Director on all legislative areas
- Leads in the development of policy positions and legislative initiatives
- Maintains and promotes government relations with agencies and public constituents

Policy Analyst

- Tracks legislation and assigns bills to staff for analysis
- Provides support to the Legislative Director
- Performs policy analysis and assists in providing advice to the Executive Director
- Supports the Legislative Director in maintaining government relations with agencies and public constituents

Areas for further discussion...

WHERE DOES THE OFFICE SIT?

- Should the Equity Office be created within the Office of the Governor like House Bill 1783 states?

DEI COMMISSION

- What is the Equity Office's relationship with the DEI Commission?
- Are there any parts of the DEI Commission and its work that can go under the Office of Equity?
- Consider advantages/disadvantages of integrating the Commission and Office's work. Are there resources and information the Commission will have to access from the Office anyway, or can/should the Commission access these things in a different way?
- Is there an opportunity to integrate the DEI Commission's staff positions into the Equity Office's organizational structure? What are the advantages/disadvantages?

COMMUNITY ENGAGEMENT

- How many staff will work in this area?
- What are the Office's functions in coordinating efforts or recommending best practices?
- How will this work be different from the work of commissions and community engagement staff at agencies?
- How will staff convene the Community Advisory Board?
- How will staff connect the CAB's recommendations to the Office's policies, guidelines, and work with agency staff?

Potential positions:

- Engagement Lead
- Community Liaison 1
- Community Liaison 2