

# United States Jobs Expertini®

## Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief Diversity Officer

[Apply Now](#)

Company: U.S. Department of the Interior

Location: Washington

Category: other-general

Job Description (Please follow all instructions carefully)

### Summary

Department of the Interior structures its SES positions into categories to determine the minimum pay for each position. This is a **Category 3** position. The minimum pay for this position is **\$191,900**. Pay is set based on consideration of the selectee's current salary and other factors.

**Routine and situational telework may be approved at the discretion of the supervisor.**

**Veterans preference does not apply to the Senior Executive Service (SES).**

**This job is open to**

### Duties

As a basic requirement for entry into the SES, each applicant must provide evidence of progressively responsible executive leadership and supervisory experience that is indicative of executive-level management capabilities that are directly related to the skills and abilities outlined under Executive Core Qualifications and Mandatory Technical Qualifications listed below. The ideal candidate will have experience managing employees through subordinate supervisors and have experience hiring, developing, and evaluating employees. Typically, experience of this nature will have been gained at or above the GS-14/15 grade level in the federal service or equivalent in the private sector or non-governmental organizations. Failure to

meet this basic qualification requirements in addition to all executive and technical qualification factors will automatically disqualify an applicant.

The Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief Diversity Officer is located in the Office of the Secretary of Interior at the Department of the Interior (Department) and reports to the Director, Office of Diversity, Inclusion and Civil Rights /Chief Diversity Officer. The incumbent will be responsible for direction over the staff in matters concerning all issues, policies, or problems of major concern that affect the substantive programs or interests of the office.

### **Specific Duties**

**The incumbent carries out the following specific responsibilities :**

- 1.** Oversees departmental functions and programs related to Equal Opportunity Program and Civil rights, and undertakes direction concerning all issues, policies or problems of major concern that affect the substantive programs or interests of the office.
- 2.** Oversees the daily work and operations of four major departmental program areas: complaint processing and adjudication, affirmative employment program, special emphasis program, and civil rights program.
- 3.** Develops policy, programs, and guidelines to ensure the proper implementation of laws, executive orders, and regulations relating to equal opportunity and civil rights across the Department.
- 4.** Works collaboratively with key bureau officials to cultivate an environment that fosters innovation and inspires creative solutions to diversity and inclusion and equal employment challenges.
- 5.** Develops and executes strategies for managing Department-wide diversity and inclusion programs that balance the expectations and needs of Interior, its employees, and all other stakeholders.

Applicants who meet the mandatory executive and technical qualifications will be evaluated by a panel of SES members to determine the degree to which they possess each of the listed qualifications. This evaluation will determine which applicants are best qualified.

Each candidate's background including experience, education, awards, self-development, and training will be reviewed. This information will be obtained from the application package, including the required narrative statements for the technical and Executive Core Qualifications described in this vacancy.

Additionally, your resume should demonstrate that you have the knowledge, skills, and abilities to successfully fulfill responsibilities inherent in most SES positions such as:

- Directing the work of an organizational unit;
- Ensuring the success of one or more specific major programs or projects;
- Monitoring progress toward strategic organizational goals, evaluating organizational performance and taking action to improve performance; and
- Supervising the work of employees; and exercising important policy-making, policy determining, or other executive functions.

**If your resume does not include these basic qualifications, then you will not be considered further for this position and will not be determined as minimally qualified.**

## **Requirements**

### **Conditions of Employment**

U.S. Citizenship

You will be subject to a background/suitability investigation/determination.

Newly appointed SES members must serve a 1-year probationary period

Public Financial Disclosure (OGE-278 filing within 30 days is required)

This position requires pre and post-employment drug screening.

## **Qualifications**

### **Executive Core Qualifications (ECQ's)- \*Required Documentation\***

The Office of Personnel Management has identified five executive core qualifications (ECQs). The ECQs define the competencies needed to build a federal corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and

outside the organization. The ECQs are required for entry to the Senior Executive Service and are used by many departments and agencies in selection, performance management, and leadership development for management and executive positions. The ECQs were designed to assess executive experience and potential-not technical expertise.

**ECQ 1 - LEADING CHANGE** : You must have demonstrated an ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

**Leadership Competencies:** Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

**ECQ 2 - LEADING PEOPLE:** You must demonstrate the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

**Leadership Competencies:** Conflict Management, Leveraging Diversity, Developing Others, Team Building

**ECQ 3 - RESULTS DRIVEN:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

**Leadership Competencies:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**ECQ 4 - BUSINESS ACUMEN:** This ECQ involves the ability to manage human, financial, and information resources strategically.

**Leadership Competencies:** Financial Management, Human Capital Management, Technology Management

**ECQ 5 - BUILDING COALITIONS:** This ECQ involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

**Leadership Competencies:** Partnering, Political Savvy, Influencing/Negotiating

**FUNDAMENTAL COMPETENCIES:**The following competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation

**Mandatory Technical Qualifications (MTQs)- \*Required Documentation\***

MTQs are designed to assess an applicants experience relevant to the specific position requirements. Each MTQ narrative response must 1.) not exceed two pages per narrative statement; 2.) include specific examples of your experience, education, and/or accomplishments; and 3.) address specific challenges, contexts, actions, and results.

1. The ability to integrate the President's Management goals and priorities into departmental programs while balancing change and continuity, improving customer service, increasing program performance, and ensuring accountability.
2. The ability to explain and advocate policies and programs, orally and in writing, in a convincing manner to individuals and groups internally and externally, and to develop an expansive professional network with organizations such as EEOC, labor organizations, employee organizations, and special interest groups involved in the equal opportunity arena.
3. Knowledge and application of equal opportunity and civil rights laws, regulations, and guidance.
- 4 . Demonstrated experience in developing and implementing equal employment and civil rights policies, plans, and programs.
- 5 . Knowledge of the variety of cultures and business practices across Department of the Interior bureaus.

**Challenge-Context-Action-Result(s) (CCAR) Model .**

CCAR Model is outline below. When addressing the ECQs and MTQs, you are **strongly recommended** to utilize the CCAR Model. Each ECQ or MTQ statement should include more than one example of relevant experience.

**Challenge:** Describe a specific problem or goal.

**Context:** Talk about the individuals and groups you worked with, and/or the environment in which you worked, to tackle a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale).

**Action:** Discuss the specific actions you took to address a challenge.

**Result:** Give specific examples of the results of your actions. These accomplishments demonstrate the quality and effectiveness of your leadership skills.

**Your responses to the ECQs and MTQs will be evaluated based on how clearly and concisely you emphasize your level of responsibilities, the scope and complexity of the programs, activities, or services managed; program accomplishments; policy initiatives undertaken; level of contacts; the sensitivity and criticality of the issues addressed; and the results of actions taken.**

**You are required to submit separate narrative statements for each ECQ and MTQ to receive consideration for this position. Please see the REQUIRED DOCUMENTS section for complete details regarding the page limitation and formatting requirement.**

### **Education**

No positive education is required for this position.

[Apply Now](#)

### **Cross References and Citations:**

**1. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief**

Diversity Officer Jobs Washington ↗

2. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer Jobs Washington ↗

3. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer Jobs Washington ↗

4. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer Jobs Washington ↗

5. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer Jobs Washington ↗

6. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer search Washington ↗

7. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer job finder Washington ↗

1. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer jobs ↗

2. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer jobs ↗

3. Deputy Director - Office of Diversity Inclusion and Civil Rights and Deputy Chief

Diversity Officer jobs ↗

Source <https://us.expertini.com/jobs/job/deputy-director-office-of-diversity-inclusion-an-washington-u-s-department-of-t-c1eab96a8a/>

Generated on: 2024-05-06 by Expertini.Com