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County Executive

## COUNTY OF DANE OFFICE OF THE COUNTY EXECUTIVE

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### Office of Equity & Inclusion

#### Mission:

To work with elected officials, such as the County Executive, the County Board, Sheriff, District Attorney as well as county departments on improving Dane County's efforts in promoting racial, gender and disability equality in the county's workforce, internal operations, contract/service opportunities and service delivery models .

#### Description:

The Office for Equity & Inclusion furthers Dane County's proven and ongoing commitment to addressing racial, gender and disability disparities. The Office directs Dane County's Equal Opportunity, Affirmative Action, Contract Compliance and Civil Rights compliance functions in order to achieve the most effective outcomes to affirmatively enhance employment and contracting opportunities for minority persons, women, and people with disabilities within County government; in addition to ensuring a safe and harassment free workplace for all county employees. The Office also develops and administers community wide programs which enhance opportunities for minority persons, women, and people with disabilities in employment, housing, recreation, and economic development with the assistance of the Dane County Equal Opportunity Commission, and the Racial Equity Strategic planning committees.

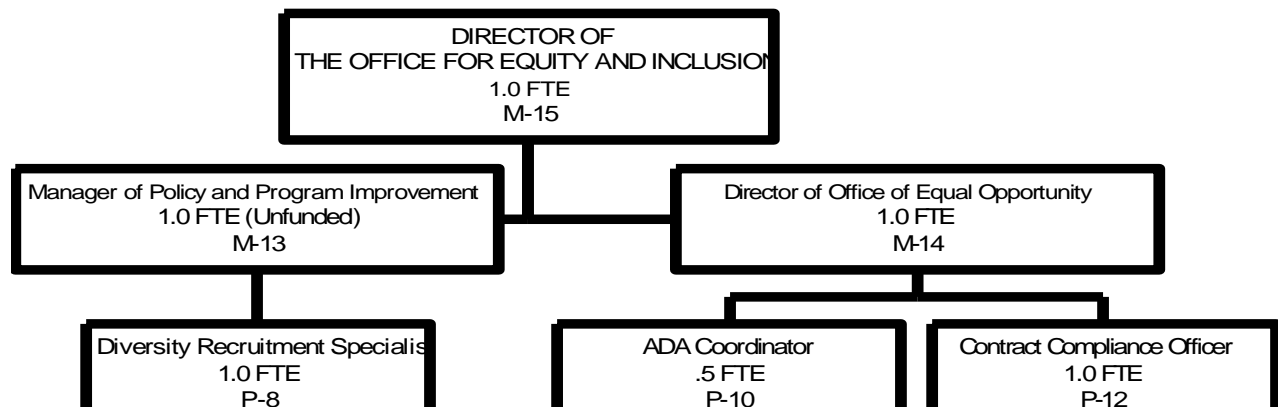
The impetus for creating the new office of Equity & Inclusion emerged from key recommendations in the 2015 Dane County Racial Equity Analysis conducted by the Center for Social Inclusion and the Government Alliance on Race and Equity. The report suggested that the County, "create infrastructure for overall implementation of report recommendations by creating a new office for racial equity and social justice". The new office for Equity and Inclusion will be charged with meeting many of the goals and recommendations contained in the report. In addition, the new office will serve as a resource for all County departments around issues of equity, disparities, conflict resolution, staff development and

best practices. In an age where much attention is being placed on racial disparities, the creation of this office demonstrates a long term commitment to address these issues and institutionalize the work of heightening awareness, eliminating disparities, and achieving equity.

## Structure

The Office of Equity and Inclusion will house five staff positions: the Director of the Office of Equal opportunity, the Contract Compliance Officer, the ADA coordinator, the Manager of Policy and Programs Improvement and the Diversity Recruitment Specialist. All staff will fall under the direction of the Director of the Office for Equity and Inclusion. The primary duties of each position is described below:

## **OFFICE FOR EQUITY AND INCLUSION**



### Director of the Office for Equity & Inclusion

- Evaluate, assess & prioritize recommended policy and program changes in order to improve racial, gender & disability equity in Dane County.
- Prioritize RESJ initiatives and work plans.
- Assist county departments with Implementing RESJ Initiatives
- Work with community groups, public and private entities on collaborative programming to improve equity.
- Supervises the Office, the Manager of Policy & Program Improvement & Director of EOE

### Manager of Policy and Program Improvement

- Evaluate contract compliance program
- Evaluate diversity recruitment strategies.
- Phase 2: Work with departments to analyze and develop policies that advance racial equity, lead implementation of a Racial Equity Tool, and coordinate interdepartmental teams.
- Work with OEO director to evaluate workplace initiatives.
- Provide robust analysis of community indicators, e.g. much of Dane Co. data focuses on differences between whites and African Americans, leaving Latinos, Asian-Pacific Islanders and Native Americans inappropriately excluded.

#### Diversity Recruitment Specialist

- Work with Employee Relations on diversity initiatives.
- Identify and assess racial equity training priorities for County
- Title VI, ADA, Preventing Sexual Harassment Training & EEO/AA Orientation.
- Work with all county departments with questions re ER online application system.
- Outreach duties: job fairs, community organizations, businesses, including those outside of Madison.

#### Director of Office of Equal Opportunity

- Assists Departments in forming balanced interview panels;
- In compliance with DCO 19.14, investigate alleged complaints of discrimination.
- Provide assistance to department managers on investigative procedures.
- Provide technical assistance to county departments
- Staff the Equal Opportunity Commission & receive advisory recommendations from Commission.
- Gather, review and analyze data of county's workforce. DCO 19.08(1)(2) (Also part of the data analyst duties in the RESJ report).
- Supervise preparation of all required state & federal AA reports on Dane County programs. 19.08

#### Contract Compliance Officer

- Continue to work with the targeted business enterprises certification program, DCO 19.67
- Report to COE and EEOC re contract compliance & targeted business goals & objectives. DCO 19.67
- Oversee contract compliance program including civil rights compliance plan for POS agreements.
- Investigate and attempt to resolve service delivery complaints. DCO 19.71
- Contract Compliance assistance and training to contractors. DCO 19.66

ADA Coordinator

- Ongoing review of County ADA compliance with Fed & State laws and regulations
- Conducts and/or assists departments in conducting facility access evaluation
- Obtains input du okay so right here ring the ongoing evaluation process from staff & citizens
- Coordinates resolution of external and internal complaints and grievances regarding ADA
- Works closely with county management and staff in developing and implementing ADA program activities.

**The Office of Equity and Inclusion will also rely on the work of other departments that are engaged in complementary efforts to address equity. These collaborations will maximize the reach and capacity of the Office of Equity & Inclusion. The Countywide Designated Resources to the OEI will include:**

Department of Public Health - Health Equity Coordinator

- Work with the County Executive's office and the County Board office to co-lead and provide project management support to the Dane County Racial Equity and Social Justice Initiative.
- Establish a racial equity lens/ paradigm, commonly used in Public Health, that is integrated across all county departments, functions and programs.
- Advance recommendation #5 of the Racial Equity Analysis, which aims to ensure that all Dane County residents have healthy life outcomes.
- Work closely with staff, Dane County residents, partners and local policymakers to advance environmental changes and that promote health equity, data collection, and the evaluation of outputs and outcomes related to health equity and well-being.

Department of Employee Relations – Human Resources Analyst

- Increase much needed capacity in the Employment Relations Division to reduce delays in the recruitment process when which may deter minority candidates.
- Work closely with diversity recruitment specialist to develop effective recruitment strategies and outreach plans in order to develop and retain a diverse pool of candidates

Racial Equity & Social Justice teams

- the OEI will work closely with the RESJ teams to ensure that efforts are seamless, unduplicated, and complementary. The relationship between the two entities will be reciprocal in nature as they share data, tools, best practices and implementation strategies.

**Additional benefits of the new Office of Equity and Inclusion**

- Accountability - The new office will create a level of accountability that has never before existed around issues related to equity and diversity. Departments will be held responsible for setting goals, formal reporting and meeting performance measure/ timelines to ensure that the County as a whole is actively engaged in strengthening inclusion and equity efforts.
- Organizational Capacity – The office will offer the resources needed for all staff (especially managers) to implement policies and practices that drive equity in all County operations.
- Sustainability –The creation of this office equates to a permanent and ongoing infrastructure for addressing issues of equity and creating opportunities. Institutionalizing these efforts will ensure that equity remain a focus even as political priorities shift.
- Collaboration –While it is important for local government to work on issues of equity, to truly achieve equity goals local and regional government must work in partnership with communities. This office expands the county's efforts around community engagement, outreach, and creating new collaborations.
- Coordination – the office will result in more coordination and consistency so that all departments are receiving the same information, following the same protocols and have similar expectations around addressing equity in an effort to leverage learning and maximize results. With this comes a consistency in the dissemination of information, training modules, planning goals, etc.

- New organizational recruitment strategies – the office will create an infrastructure for recruitment that will generate a diverse work pool and increase the overall number of underrepresented groups to County employment. This will be the first time in Dane County's history that such an effort was created and sustained.