June 23, 2020

JOB VACANCY ANNOUNCEMENT

Administrative Office of the Illinois Courts

<table>
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<tr>
<th>POSITION:</th>
<th>Chief Diversity &amp; Inclusion Officer</th>
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<tr>
<td>DIVISION:</td>
<td>Executive Division</td>
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<tr>
<td>BENEFITS:</td>
<td>An attractive Judicial Branch benefits package is offered, including medical, dental, vision, pension plan, life insurance and deferred compensation.</td>
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<td>SALARY:</td>
<td>Starting at $115,914; starting salary to be commensurate with experience</td>
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<td>REPORTING RELATIONSHIP:</td>
<td>Administrative Director</td>
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The Chief Diversity & Inclusion Officer (CDIO) will be a senior level leader reporting directly to the Administrative Director. The CDIO will provide comprehensive, strategic, and programmatic leadership and vision that advances and promotes diversity, equity, and inclusion for the benefit of the Illinois Judicial Branch.

The CDIO will be responsible for the development and implementation of a results-focused comprehensive strategy to foster diverse, equitable, and inclusive leadership and staffing at all levels of the Illinois Judicial Branch, including the hiring, retention, and promotion of a diverse and inclusive Judicial Branch workforce, appointed judicial officers, and appointed board, committee, and commission leadership and members. The CDIO will collaborate with Human Resources and Judicial Branch leadership across all spectrums to operationalize plans and strategies to achieve workplace best practices for diversity, equity, and inclusion in compliance with Supreme Court’s Non-Discrimination and Anti-Harassment Policy and Code of Conduct.

The CDIO will also identify or develop professional development curricula and educational content to be delivered for the benefit of judges and Judicial Branch employees, as well as appointed leaders and members of Judicial Branch boards, committees, and commissions. Professional development and educational initiatives shall be pursued in consultation and collaboration with all Administrative Office division leadership and managers and relevant Supreme Court entities, including but not limited to, the Supreme Court of Illinois Judicial College Board and Illinois Judicial College Committee leadership, the Supreme Court of Illinois Judicial Conference, the Supreme Court of Illinois Committee on Equality, and others as so determined by the nature of the professional audience, subject matter, policy, or practice.

The CDIO shall work in close consultation with the Administrative Director and Judicial Branch leadership to engage and facilitate considerations of diversity, equity, and inclusion in the formulation and adoption of rules, policies, procedures, practices, and communications.
Job Responsibilities

Strategic Vision and Leadership

- Facilitate trust-building, relationship-building, cultural competency, and organizational awareness;
- Provide vision, leadership, perspective, counsel, and strategic recommendations on all matters;
- Collaborate with the Director of the Supreme Court of Illinois Office of Communications to foster public confidence in the Judiciary, building mutually beneficial community partnerships;
- Operationalize strategic initiatives and facilitate the implementation of high-impact Human Resource policies and practices, professional development and education, and other Strategic goals, objectives and priorities that promote and safeguard diversity, equity, inclusion;
- Collaborate with Human Resources to ensure compliance with Supreme Court policies and State and Federal laws;
- Serve as a strategic partner to Judicial Branch leadership and collaborate with Administrative Office divisions, Supreme Court entities and Judicial Branch leaders;
- Establish strategic goals that promote diversity, equity, inclusion, access to justice, procedural fairness, and afford due process protections;
- Facilitate and share research and best practices on emergent issues of diversity, equity, and inclusion, and provide strategic guidance to enhance diversity, equity, inclusion, and cultural competency; develop metrics to aid and support strategic vision and planning.

Strategic Planning & Diversity Outcomes:

- Drives the strategic vision of the Judicial Branch on diversity, equity, and inclusion;
- Leads the Judicial Branch in developing and implementing strategic priorities;
- Monitors and reports progress toward strategic goals, objectives, and priorities;
- Recommends initiatives that demonstrate innovative, collaborative, and strategic leadership;
- Develops meaningful and appropriate metrics to measure success and gauge effectiveness of strategic goals, objectives, and priorities;
- Utilizes assessment information to continually evaluate effectiveness of strategic goals, objectives, and priorities and adjust accordingly.

Education and Experience Requirements:

- Master’s degree or higher; Juris Doctor or Ph.D., strongly preferred;
- Ten years of progressive proven experience and documented achievement as a Diversity and Inclusion Officer or Director or a similar position or an equivalent combination of education and experience.

Knowledge and Skills

- Demonstrable high-level business acumen and aptitude and collaborative
leadership qualities generally, and specifically with regard to the ability to converse about diversity, equity, and inclusion practices, cultural competency, and relevant evidence-based research and best practices;

- Working knowledge of Human Resources, EEO policies and procedures, and other state and federal regulations, laws and policies related to diversity, equity, inclusion, discrimination, and due process protections;
- Working knowledge of Qualtrics or similar software to capture and analyze HR data and other relevant strategic planning data;
- Excellent communication and interpersonal skills, including written, oral listening, and presentation skills;
- Demonstrated ability to work effectively as a valued colleague, with strong emotional intelligence, confidence and charisma, professional and personal discretion, and good judgment in the management of confidences and confidential information;
- Understanding of national and regional trends in diversity, equity, and inclusion, and engagement with relevant professional associations on the national, state, or local level;
- Proven leadership in change management, strategic planning, fiscal management, development and/or grant management, and program sustainability;
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.

**Physical Requirements:**

- Professional office working environment requiring telephone usage and ability to process written and electronic documents;
- Ability to sit for extended time periods;
- Must be able to obtain a valid Illinois driver’s license and be able to travel frequently statewide. Some out-of-state overnight travel may be required.

**Application Process:** Interested individuals should submit a letter of interest, resume, professional writing sample and a completed Judicial Branch Employment Application to:

courtemployment@IllinoisCourts.gov

This position will remain open until filled. Those individuals submitting materials by July 23, 2020, will be given first consideration.

**EQUAL OPPORTUNITY EMPLOYER**