Are you committed to workplace values of equity, diversity, and inclusion? Are you adaptable to change, receptive to new information, and willing to try unique approaches, but also cognizant of when you must rely upon existing rules? Have you designed and presented training and education to broad audiences? Have you had successful outcomes incorporating equity and diversity principles into policy and procedure? Have you implemented and tracked the performance of program or plan objectives, and recommended changes for better outcomes? If so, we have a unique opportunity for you to become the Equity and Engagement Manager for Oregon’s judicial branch of government, within their Human Resource Services Division!

**ORGANIZATION**

OJD is Oregon’s unified, statewide court system and includes 27 judicial districts in 36 counties, as well as the tax court, appellate courts, and the administrative offices located in Salem, Oregon. We have approximately 1500 employees subject to the Oregon Judicial Department Personnel Rules, and 190 elected officials. As an organization, we are committed to our mission and our values. HRSD’s work impacts operations statewide through daily advice to, and collaboration with, the state court administrator, trial court administrators and court supervisors, division directors, and judges.

**COMMUNITY**

Marion County has a population of around 350,000, and Salem is both the county seat and the state capital. The City of Salem has a population of 169,259 and sits in the Willamette Valley between the Coast Range and the Cascades and is surrounded by farming communities. Salem is also within an hour’s drive from Portland, Oregon’s largest city, and within a slightly longer drive to outdoor recreation in the mountains and the Oregon Coast.

**QUALIFICATIONS**

The qualified applicant must have a bachelor's degree in human resource management, business, or public administration, or a closely related field, **AND** at least five (5) years of increasingly responsible professional-level human resource experience, which includes considerable responsibility for DEI, **OR** any combination of education and experience equivalent to eight (8) years of experience that typically supports the knowledge, skills, and abilities (KSAs) for the position.

As an Equity and Engagement Manager…

Your primary role will be to refine, drive and implement OJD’s workforce Equity, Diversity, and Inclusion strategy, creating opportunities for effective engagement that reinforce the department’s goal to have a workforce responsive to, and reflective of, the communities they serve. You will drive change and work closely and collaborate with leadership to embed diversity, equity and inclusion into our talent, learning and engagement processes, human resource processes and operations across the department, creating avenues for delivering holistic and inclusive support to the workforce. You will manage initiatives designed to inspire leadership amongst employees and create policies and procedures to initiate, improve and increase training and engagement...
activities. Driving the adoption of 21st century principals of recruitment, retention, engagement and training of employees you will create opportunities for a workforce fully prepared for the future.

You will advise, guide, and give technical expertise department-wide in the areas of recruitment, outreach, and affirmative action planning and development and determine the appropriate interrelationship between recruitment and inclusion policies and procedures, and recommend change when needed. This includes assessment and identification of areas of opportunity to change current methods or programs to further improve delivery of services to future and current employees. You will represent OJD to the executive branch at the Governor’s DEI/AA meetings and provide training and support to courts to develop central and local DEI committees. You will develop and deliver statewide education and training programs and coordinate these activities in partnership with department leadership. You will also act as a lead worker for HRSD training staff, which includes assigning and monitoring workload and reviewing performance.

In addition to advising and guiding courts and divisions, you will also support a positive, healthy, and progressive work environment. You will oversee the internal complaint process and assess compliance with statutes, rules and policies. As required by the HR Manager classification, you will need to be able to research, write, and communicate effectively on the topics to staff, peers, and judges within your areas of responsibility. Some of these topics include department policies and rules, local practices in the courts, training and performance management as they relate to Affirmative Action/EEO, Pay Equity, and Veterans’ Preference. You will also establish and formalize internship and cooperative educational experiences with an emphasis on equity and engagement

PREFERRED ATTRIBUTES
Our Equity and Engagement Manager must be a creative thinker who has strong project management and organizational skills. We need someone who can put creative ideas into practice, and who has demonstrated successful outcomes with equity, diversity and inclusion programs, outreach, training and education and change management.

You will have a demonstrated an ability to inspire staff, encourage and support professional development, and maintain a high level of service to OJD staff and judges. You have experience establishing and maintaining professional relationships with community partners and organizations that serve underrepresented populations such as persons with disabilities, veterans, LGBTQ+ and all Title VII protected status groups.

COMPENSATION
$77,916-$126,900 annually.

As a public employer, Oregon Judicial Department also offers a competitive benefits package.

TO APPLY
Deadline: 11:59 p.m. on February 11, 2021.

Submit a complete application, cover letter and current resume. You will find instructions at the official job posting online! We look forward to hearing about your work experience and professional accomplishments.

LINK TO OFFICIAL JOB POSTING and to APPLY