

## Equity and Conflict Resolution Development Specialist

**Closing Date (Open Until Filled if No Date Specified):**  
**July 21, 2019**

Pay Range and Position Type:

\$ 67,654.11 - \$101,482.29

This salaried management position is not eligible for overtime. This recruitment may be used to fill future regular, temporary, or limited duration positions.

### **Overview**

Do you have a passion for empowering employees to address their conflicts in a productive, respectful, and solution-focused manner? Are you committed to promoting a workplace culture of safety, trust, and belonging through teaching engaging classes for adult learners and facilitating meaningful dialogues between employees?

The Equity & Conflict Resolution Development Specialist is a member of the Talent Development Team, housed within Central Human Resources. The Talent Development Team provides learning activities and organizational development in an organization of over 6,000 employees. Through leveraging expertise and partnerships both within and outside government, the team strives to support an environment of lifelong learning, critical thinking, and continuous performance improvement for all employees in all departments.

The Equity & Conflict Resolution Development Specialist serves as one of the Change Agents for ambitious culture-building initiatives relating to building an organizational cultural or safety, trust, and belonging. These are outlined in several recent reports, especially [The Workforce Equity Strategic Plan](#). In this role, the position will research, design, and deliver classes, videos, and eLearnings for adult learners in the area of diversity, equity, and inclusion.

In addition, the position is one of the primary contributors in the County's [Mediation Services](#) program, consulting with department leaders, managers and supervisors on resolving conflict between employees and other sensitive matters. The position will work closely with the new Complaints and Investigations Unit, as needed, to support managers, supervisors, and employees needing to resolve conflicts that interfere with work performance.

### **The Ideal Candidate:**

The Ideal Candidate will have an advanced understanding and a deep commitment to continuously learning about and addressing systems of institutional bias, especially as this area relates to conflict resolution in the workplace. They will have a demonstrated track record of promoting a workforce skilled in intercultural competence and sensitivity. The candidate is also able to consistently engage and inspire others to bring their best and full selves to serve the extremely diverse communities Multnomah County serves, and to create the foundation for a workplace where every employee feels welcomed, valued, and supported. They should be someone who is an active listener and supportive team builder; has strong interpersonal and communication skills; consistently demonstrates an ability to have courageous conversations; incorporates principles of trauma-informed practices; and is supportive of a culturally inclusive work environment and community.

### **To Qualify**

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant.

#### **Minimum Qualifications/Transferable Skills:**

- Bachelor's degree - in lieu of a degree, will we consider equivalent years of related experience
- Two (2) years work experience teaching, training, or otherwise delivering curriculum to adult learners in the area of diversity, equity, and inclusion, as well as conflict resolution in the workplace.

#### **Preferred Qualifications/Transferable Skills:**

You do not need to have the following preferred qualifications/transferable skills to qualify. However, keep in mind we may consider some or all of the following when identifying the most qualified candidates. Please clearly explain on your application how you meet any of the following preferred qualifications/transferable skills.

- Master's degree
- Completion of 40-hour basic training requirement for mediators (or ability to do so within first six months of hire)
- Previous experience with mentoring or mentoring programming is also desirable

\*Transferable skills: Your transferable skills are any skills you have gained through education, work experience (including the military) or life experiences that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

## Screening and Evaluation

The Application Packet: Please ensure that you upload these documents in your online application and that you address the topics listed in your cover letter. Failure to do so may result in an incomplete application

- 1) A completed online application
- 2) An uploaded resume covering relevant experience and education. Please be sure your resume includes the following for each employer: name of employer, location, dates of employment, your title, a brief summary of your responsibilities, the number of employees under your supervision.
- 3 ) An uploaded cover letter that expands on your resume and addresses:
  - Why you are interested in the position
  - Provides specific examples to demonstrate how your experience and skill set aligns with the "Ideal Candidate" profile described above

Note: The application, resume and cover letter should demonstrate your work experience/skills and how it is related to those shown in the Overview and To Qualify sections of the job announcement. Please be thorough, as these materials will be scored and determine your eligibility for an interview.

The Selection Process: For details about how we typically screen applications, review our [overview of the selection process](#) page.

We expect to evaluate candidates for this recruitment as follows:

- Initial review of minimum qualifications: We may do an additional preferred review and/or send out additional supplemental questions to identify those highest qualified.
- Consideration of top candidates: We will consider qualified candidates in order of rank and score from the list of eligible candidates. This may include panel interview(s), a hiring interview, and/or additional testing to determine the best candidates for a position.
- Reference checks: All finalists must pass a thorough a criminal records check and reference check.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply. Note: Veterans' Preference does not apply in a transfer process.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance.

Job Profile: 9748 - Human Resources Analyst Senior