

Guided by the agency's mission "**To reduce recidivism among those we touch,**" the **Ohio Department of Rehabilitation and Correction** is looking for a dedicated security-minded attorney professional to assume the responsibilities of an **Attorney-DEI (Diversity, Equality & Inclusion Manager)**.

Updates/changes to your application submission can be made while the posting is open by logging into your profile and editing the application. After the posting closes, no changes can be made.

Unclassified per ORC 124.11 (A)(9)

Diversity, Equity & Inclusion Manager will play a central role in implementing and facilitating the execution of diversity and inclusion strategies for our Leadership and agency wide

#### Job Duties:

- Provides legal advice and services to agency regarding EEO & DEI issues
- Conducts research and investigations on EEO complaints
- Assigns cases and trains staff
- Answers legal inquiries from agency leadership regarding EEO/DEI issues
- Plans and Manages Diversity & Inclusion, EEO and Affirmative action programs for the agency in accordance with government regulations
- Oversees discrimination complaints against employees
- Investigates accusations of discriminatory hiring practices or sensitive discrimination cases & prepares reports and makes recommendations
- As ADA compliance officer, conducts self-evaluation and develops transition plans for the agency and monitors the implementation of such transition plans
- Plans and coordinates overall compliance efforts
- Works with individuals with disabilities and other stakeholders to achieve compliance
- Investigates any complaints of agency non-compliance
- Acts for and on behalf of the Deputy Director of the Bureau of Personnel at meetings, conferences, events in responding to DAS' Office of Diversity & Inclusion, Ohio Civil Rights Commission (OCRC) and Equal Employment Opportunity Commission (EEOC)
- Provides information and creates position statements with supporting documentation
- Responsible for department wide monitoring to identify issues and concerns
- Reviews and approves on-site monitoring reports records and DRC's compliance to affirmative action rules

- Research and prepares policies, policy statements, procedural manuals and DRC letters and reports relating to EEO and affirmative action
- Develops and implements policies for the bureau
- Oversees DRC mediation program attempting to resolve discrimination complaints utilizing the mediation process as first step to resolve conflict between parties
- Represents DRC at discrimination complaint hearings conducted by state and federal agencies
- Analyzes drafts and monitors legislation regarding Diversity and Inclusion and anti-discrimination laws