SUMMARY OF RESPONSIBILITIES

Under general direction of the Deputy Director of the Executive Programs Division, the Assistant Deputy Director develops, implements, and evaluates policies and programs related to reducing hate violence in California, among other strategic initiatives and priority projects of the Department of Fair Employment and Housing (DFEH). The incumbent is a subject matter expert who staffs and advises the new Commission on the State of Hate, working closely with the Commissioners and Department staff to study hate in California, develop anti-hate resources for community leaders, law enforcement and others, and make recommendations for further action (see Assembly Bill 1126, Statutes of 2021, Chapter 712). Duties include but are not limited to:

Essential Functions

30% Develops, implements, manages, evaluates, and revises policies and programs of the Commission and the Department related to understanding and reducing bias and prejudice. Conceives, conducts, and/or procures rigorous research and analysis – quantitative and qualitative – to improve understanding of bias and prejudice in California. Develops and provides effective interventions to reduce bias and prejudice, and recommendations for future action. Provides subject matter expertise to the Commission and the Department. Prepares draft reports, recommendations, and other publications of Commission or Department. Assists in the development, implementation, and evaluation of policies and procedures of the Department’s California vs. Hate Resource Line and Network and other ongoing initiatives of the Department.

30% Creates, manages, evaluates, and revises effective trainings, campaigns, and other types of resources and initiatives to reduce bias and prejudice, such as trainings for law enforcement, state and local agencies, community groups, or schools and students. Utilizes and stays abreast of best practices and empirical evidence. Conducts outreach to stakeholders, builds relationships, and assesses and incorporates feedback for improvement. Engages directly in carrying out education and outreach activities, such as online and in-person presentations, that reflect and are sensitive to California’s diverse cultures. Prepares, implements, evaluates, and revises a strategic plan for these efforts.
15% Serves as a representative of the Commission and the Department in inter-agency working groups, meetings with stakeholders, and other activities external to the Department. Provides expertise to, and develops collaborations with, other agencies and stakeholders with mutual goals. Coordinates anti-bias initiatives across state government in order to improve communication, collaboration, effectiveness, and efficiency. Organizes, administers, and participates in Commission meetings and other activities.

15% Leads or serves in a leadership role in priority projects of the department, including but not limited to legislative, regulatory, and outreach initiatives.

Marginal Functions

5% Stays abreast of civil rights laws and issues. Participates in unit, divisional, and departmental meetings and trainings. Prepares activity and impact reports.

5% Other job-related duties as assigned

Desirable Qualifications

- Doctorate or other graduate degree in public health, epidemiology, sociology, economics, psychology, law, or other relevant field.
- Experience in or knowledge of quantitative and qualitative research methodologies.
- Experience in or knowledge of empirical research related to bias, prejudice, discrimination, and/or harassment.
- Experience in or knowledge of the California Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act, Bagley-Keene Open Meetings Act, and other relevant laws.
- Experience working as a project leader and coordinating the efforts of others on projects.
- Ability to communicate effectively and establish and maintain cooperative working relationships with co-workers and members of the public and to display excellent customer service skills.
- Ability to operate a computer and knowledge of Excel, Word, and Adobe software programs.
- Ability to interpret and apply laws and regulations to specific situations.
- Ability to follow oral and written instruction and established procedures.
- Ability to gather and analyze facts and evidence, reason logically, draw conclusions, and make appropriate recommendations and participate effectively in investigations and interviews.
- Ability to prepare written documents and accurate detailed reports clearly and concisely.
- Ability to multitask and manage multiple impending deadlines.
- Ability to travel around the state to attend events, meet with stakeholders, and visit other DFEH offices
- Ability to speak a second language (bilingual) or American Sign Language.
Work Environment, Physical, or Mental Abilities

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation. The following abilities are required:

- Effectively handle stress
- Work in a fast-paced environment
- Effectively manage many projects simultaneously
- Daily use of a telephone and computer for up to 6.5 to 7 hours per day
- Prolonged sitting and/or standing at a desk for 6.5 to 7 hours per day
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties
- Punctual and excellent attendance

Working Conditions

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with this job.

Supervision Received

The Assistant Deputy Director is supervised by the Deputy Director of Executive Programs.

Supervision Exercised

None.

Personal Contacts

The Assistant Deputy Director presents information and interacts with a broad range of stakeholders, including the Department Director and other DFEH executives; Commissioners of the Commission on the State of Hate; Members of the Fair Employment and Housing Council; representatives of the Governor’s Office and the Business, Consumer Services and Housing Agency; members of the Legislature and their staff; staff of federal, state, and local agencies; and organizations and groups representing employers, employees, housing providers, tenants, businesses, consumers, communities, or others.

Actions and Consequences

The Assistant Deputy Director must exercise good judgment in all interactions with external stakeholders as well as with internal executives, managers, and staff; must be able to act proactively and independently; and must conduct themselves in an effective and professional manner. Failure to properly perform these duties could result in the inefficient and ineffective operation of departmental programs and create liability or negative consequences for the Department.
Certification of Employee

I have read and understand the duties described above for the Assistant Deputy Director. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

_______________________________________ __________________________
Employee’s Signature Date

_______________________________________ __________________________
Supervisor’s Signature Date