

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER 23316	DGS OFFICE or CLIENT AGENCY California Arts Council	
UNIT NAME Race and Equity Unit	REPORTING LOCATION 2750 Gateway Oaks Dr., Suite 300 Sacramento, CA 95833	
SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 a.m. - 5:00 p.m.	POSITION NUMBER 352-120-4800-001	CBID E48
CLASS TITLE Staff Services Manager I (Specialist)	WORKING TITLE Race and Equity Manager	
PROPOSED INCUMBENT (IF KNOWN) TBD	EFFECTIVE DATE TBD	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The California Arts Council (CAC) is a state agency with a mission of strengthening arts, culture, and creative expression as the tools to cultivate a better California for all. It supports local arts programming and infrastructure statewide through grants, initiatives, and services. The CAC envisions a California where all people flourish with universal access to and participation in the arts.

Through its new Strategic Framework, the CAC is committed to developing an organizational culture that actively addresses barriers to equity and participation for all Californians, and celebrates the connections and intersections of all our communities. The CAC believes that racial injustice is the most pervasive and entrenched form of injustice permeating the institutions and structures that everyone must access. As outlined in its Racial Equity Statement, the CAC is committed to prioritizing racial equity both internally and externally. The CAC aims to exemplify government by, for, and of the people by focusing on representation, flexibility, and collaboration.

CAC employees are the vital link that ensures the agency and Council's priorities are fully realized. The CAC strives to ensure that its workforce reflects the diversity of California and to foster an environment where all people feel valued and can thrive.

Learn more at <https://arts.ca.gov/about/>.

**POSITION CONCEPT**

Under the general direction of the Deputy Director, the Racial Equity Program Manager (Staff Services Manager I Specialist) is a key member of the Executive Team that leads the strategic direction for institutionalizing racial equity in the Agency. The Racial Equity Program Manager will lead the Agency's Racial Equity Initiative, which includes implementing and reporting on the Racial Equity Action Plan (Action Plan).

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician

(Typing) Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Manages and implements the CAC's Racial Equity Action Plan (REAP). Facilitates internal work groups, update, monitor, and evaluate the progress of the Racial Equity Action Plan, and serving as a liaison to executive management. Develop recommendations for sustaining REAP objectives and outcomes. Advise on key messaging regarding CAC race equity goals and benchmarks to internal and external stakeholders, lessons learned, and best practices. Serves as liaison with other state

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PERCENTAGE	DESCRIPTION
	agencies, partners and outside stakeholders on cross-sector initiatives to forward race equity goals. Liaison with community groups to increase engagement with communities of color and other non-traditional partners on racial equity initiatives.
35%	Serves as a subject matter expert to CAC staff and Council members on racial equity policies, plans, programs, and procedures by independently evaluating current policies, plans, programs and procedures, making recommendations for agency policy changes, identifying and developing capacity-building/training opportunities, and coordinating outside speakers and consultants to provide in-services and seminars on racial equities topics, in order to advance knowledge and understanding of racial equity.
25%	Leads and guides the development of relevant reports and communications for race equity by coordinating with consultants working on program evaluation and strategic planning to ensure a consistent thread of race equity focus and outcomes, advising Executive staff on planning and execution of diversity and inclusion events, initiatives, collaborations, programs and program workshops, and working with Information Technology and Research staff to review data in order to make recommendations and provide advice on policy development.
5%	Manages special projects and assignments related to race and equality of the most complex difficulty by conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses, collaborating with state entities as well as internal and external stakeholders to formulate and provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This position is eligible for telework. In accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED