ASHEVILLE, NORTH CAROLINA

Classification Specification

Training Consultant- Equity & Inclusion
Job Code: 1105
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to develop and conduct training and education programs regarding concerns and issues of racial equity for City elected officials and staff.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops, implements, and evaluates the quantity, quality and impact of racial equity trainings for City staff, board and commission members, and City Council members: develops training to improve analysis and understanding of equity; creates and facilitates training activities and curriculum that is accessible to varied levels of knowledge, responsibility in the organization, interests, and learning styles; provides opportunities to practice equity and inclusions skills; hosts podcasts and other educational programs; and supports City staff in execution of the City's Equity Action Plan.

Coordinates and facilitates Interdepartmental Action Teams: participates in scheduling and coordinating meetings, preparing agendas, and facilitating meetings; monitors teams' execution of assigned section of the Equity Action Plan, as approved by City Council; troubleshoots problems and recommends solutions; tracks progress toward plan goals and objectives; and guides work to meet established timelines and goals.

Leads and develops a team of Equity Trainers: conducts training regarding facilitation techniques, deepening analysis on racial equity, and developing emotional intelligence; reviews individual training feedback and implements suggestions and improvements; provides training practice opportunities; and provides advice, guidance and support individual trainers.

Implements assigned sections of the Equity Action Plan: develops surveys; collaborates with various City departments and staff members; analyzes data; recommends changes to current processes, policies, and documents; and develops and recommends new policies and tools.

Provide consultation and technical assistance for departments and staff members wanting to ensure equity in projects, policies, and programs: troubleshoots problems and recommends solutions; participates in meetings and phone calls; provides equity resources; and reviews and critiques documents.

Participates in external organizations and groups in the City and the region to advance racial equity, create inclusive environments, and provide insight into equity issues and concerns; serves on and/or leads various committees, such as WNC Diversity Engagement Coalition, Professionals of Color in Public Service Employee Resource Group, Safety Justice Challenge Equity Team, or other committees.

Communicates with City officials, supervisor, co-workers, other City employees, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, training evaluations, Equity Action Plan updates, training materials, meeting agenda, training reports and charts, training budget, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Adult Education, Project Management, or a related field required; supplemented by five years of progressively responsible experience in developing and implementing training programs and work groups; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide formal training to others in specific fields typically involving preparation and/or modification of teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.