



Office of Diversity and Inclusion

Operations Plan

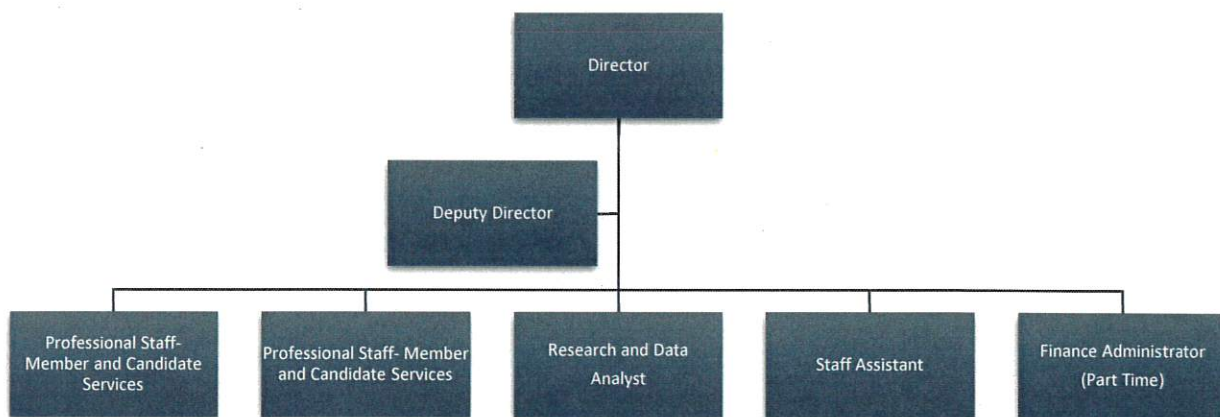
Overview

Pursuant to House Resolution 6, the Office of Diversity and Inclusion is designed to support House employing offices in creating and maintaining an increasingly diverse and inclusive workforce in the U.S. House of Representatives. The Office of Diversity and Inclusion shall pursue the following scope of work, consistent with the requirements outlined in the House Rules of the 116th Congress:

- Define and develop a House-wide diversity plan
- Coordinate and develop a House-wide survey to evaluate diversity in House employing offices
- Deliver a diversity report at the end of each session of Congress¹
- Develop policies to direct and guide House employing offices to recruit, hire, train, advance, promote, and retain a diverse workforce
- Propose composition of an Advisory Council that shall inform the work of the Office
- Advance diversity and inclusion as core values across the House

Organizational Structure

The proposed organizational structure ensures the Office of Diversity and Inclusion has the necessary staffing and expertise to meet the requirements enumerated in House Resolution 6.



¹ **Diversity Report Requirements – Outlined in House Resolution 6** : at the end of each session of Congress, the Office of Diversity and Inclusion shall submit a House of Representatives diversity report to the Speaker, the Majority Leader and Minority Leader, the Chair and Ranking Minority Member of the Committee on House Administration, and the Chair and Ranking Minority Member of the Subcommittee on the Legislative Branch of the Committee on Appropriations.

Staff Roles and Responsibilities

Director – Office of Diversity and Inclusion

The Director will develop and execute diversity and inclusion efforts across the U.S. House of Representatives. Efforts will include, but not be limited to, providing resources and support to House employing offices in the areas of diversity and inclusion strategies, including recruitment, performance management, leadership development, and staff engagement.

The Director will develop and execute a diversity plan, drive diversity programs in partnership with various stakeholders across the House and serve as a subject matter expert and liaison to House offices.

The Director will lead (with the support of the Research and Data Analyst) the execution of a diversity survey to measure demographics on House population and identify, build, and sustain, internal and external partnerships to support diversity and inclusion projects, plans, and initiatives.

Deputy Director – Office of Diversity and Inclusion

To support the work of the Office of Diversity and Inclusion in a bipartisan manner, the Deputy Director will be appointed by the Director upon the recommendation of the Minority Leader and the Ranking Member of the Committee on House Administration. The Deputy Director will have relevant qualifications and be compensated based on experience. The Deputy Director may be removed for cause by the Director, subject to the approval of the Committee on House Administration.

The Deputy Director, under the leadership of the Director, will support the development and implementation of the House-wide diversity plan and help drive diversity programs in partnership with various stakeholders across the House. The Deputy Director will assist in advancing diversity and inclusion strategies, including recruitment, performance management, leadership development, and employee engagement. The Deputy Director will also support the execution of a diversity survey to report demographics on House population and provide support for administrative and operational functions of the office.

Professional Staff – Member and Candidate Services

The Office of Diversity and Inclusion will employ two (2) Professional Staff Members who, along with, and at the direction of the Director, will serve as primary liaisons to House employing offices on issues related to diversity and inclusion. This role will also serve as the primary point of contact and service provider for potential employment candidates. These individuals (with the administrative support of a Staff Assistant) will guide and support candidates through the recruitment and hiring processes.

Key functions will include initial pre-recruitment screening, interview and resume preparation, interview scheduling and follow-up, post interview debrief, and coordination with House employing offices.

These individuals will also work with House offices to determine hiring needs and requirements, assist with the establishment of diversity goals and objectives, develop and refine hiring and recruitment policies and procedures, and conduct ongoing needs assessments.

Research & Data Analyst

The Office of Diversity and Inclusion will employ a research and data analyst who will lead the development of the required diversity report, maintain metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices. This staff member will also serve as the Project Manager for any consultants and/or contractors with whom the Office of Diversity and Inclusion may engage to support the completion of the diversity report.

Staff Assistant

The Office of Diversity and Inclusion will employ a Staff Assistant to provide administrative and scheduling support, along with social media monitoring and other duties as assigned.

Financial Administrator (Part Time)

The Office of Diversity and Inclusion will employ a part time financial administrator responsible for analyzing and processing personnel actions, maintaining accounts, coordinating the budget, and maintaining required personnel records for all employees of the Office of Diversity and Inclusion.

Position Descriptions and Summary Qualifications

Deputy Director – Office of Diversity and Inclusion

The Deputy Director of Diversity and Inclusion will be appointed by the Director at the recommendation of the Minority Leader and the Ranking Member of the Committee on House Administration.

The ideal candidate for this position will have prior training and/or related human resource experience, particularly in supporting diversity, equity, and inclusion programs and initiatives. The ideal candidate will have a proven track record of project management and ability to drive programs that support the expansion of diversity and inclusion efforts in House employing offices.

The candidate should possess strong analytical skills and ability to translate metrics, research, and trends into strategy.

Key responsibilities

- Support the development and execution of diversity and inclusion efforts across the House of Representatives. Efforts would include, but not be limited to, providing resources and support to House employing offices in the areas of diversity and inclusion strategies, including recruitment, performance management, leadership development, and employee engagement.
- Support the Director in the development of House-wide diversity plan.
- Help drive diversity programs in partnership with the diversity and inclusion team and various stakeholders across the House.
- Support the execution of a diversity survey to report demographics on the House workforce.
- Identify, build, and sustain internal and external partnerships to support diversity and inclusion projects, plans, and initiatives.
- Stay current with and share leading research on diversity and inclusion initiatives and best practices.
- Provide support for administrative and operational functions.

Qualifications

Bachelor's degree and a combination of knowledge and experience in diversity and inclusion issues in the public and/or private sectors. The individual must be a self-starter with a history of working collaboratively with a diverse cross section of stakeholders. Experience in building consensus and gaining support around challenging issues.

- Must be service oriented with excellent relationship management skills.
- Experience with program management and implementation.
- Experience with computers and working knowledge of Word, Excel, and social media.
- Management experience in hiring and supervision of staff.
- Familiarity and/or existing relationships with Congressional offices.

Professional Staff – Member and Candidate Services

The Professional Staffer – Member and Candidate Services is responsible for corresponding and providing direct support to House employing offices in the areas of diversity and inclusion training, consulting, and applicant placement. This individual is also responsible for corresponding and providing direct support to candidates by providing applicant preparedness services. This position requires exceptional interpersonal skills, a hospitality-minded approach, excellent organizational skills, and attention to detail. The ideal candidate will have experience working on Capitol Hill and will bring experience in office administration, database system management, program management, and event planning.

Key Responsibilities

- Establish relationships with House employing offices.
- Determine Member office staffing needs through initial assessment and ongoing meetings.
- Drive increased participation in programs and services.
- Create and maintain diversity and inclusion resource materials (diversity and inclusion handbook, best practice documents, etc.) for dissemination to House employing offices.
- Database management for candidate selection and placement.
- Conduct initial assessment for applicants including resume reviews and advising.
- Conduct mock interviews and exit interviews for applicants.
- Represent the Office at internal and external engagements as needed.

Qualifications

Bachelor's degree and a combination of knowledge and experience in diversity and inclusion issues in the public and/or private sectors. The individual must be a self-starter with a history of working collaboratively with a diverse cross section of stakeholders. Experience in building consensus and gaining support around challenging issues.

- Experience with program management and implementation.
- Experience with computers and working knowledge of Word, Excel, and social media.
- Management experience in hiring and supervision of staff.

Staff Assistant (Administrative and Scheduling)

As an administrative professional for the Office of Diversity and Inclusion, the Staff Assistant will be responsible for performing a variety of skilled and semi-skilled duties related to internal and external customer service ranging from routine to complex clerical, secretarial, communications, and administrative work. The ideal candidate must be detail-oriented well organized, have experience supporting a team, managing multiple calendars, and must be able to maintain a high level of tact and confidentiality.

Key Responsibilities

- Responsible for managing the intake and dissemination of requests sent to the House Diversity and Inclusion team, including, but not limited to, resume review and referrals.
- Provide administrative support to the House Diversity and Inclusion team.
- Draft and review correspondence for accuracy and completeness.
- Responsible for managing the day to day of the office (managing supplies, office vendors, interfacing with external and internal vendors, answering phones, processing mail, etc.).
- Maintain team calendar and coordinate all internal staff meetings/ events.
- Manage the calendars and schedule all appointments for the Candidate Services team, including scheduling resume reviews, mock interviews, and exit interviews.
- Perform other duties as assigned.

Qualifications

Bachelor's Degree (or equivalent level of experience) and relevant experience in an administrative role.

- Experience supporting a team in a fast-paced environment.
- Detail oriented.
- Knowledge of technology and office equipment and willingness to learn new information systems and software; proficiency in the use of computer applications and Microsoft Office Suite (e.g., Excel, PowerPoint, Word).

Research and Data Analyst

The Research and Data Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion. This individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices. This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

Key Responsibilities

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
- Provide research support on diversity and inclusion studies, techniques, and tools.
- Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
- Research and study best practices for retention and growth in House employing offices.
- Lead data tracking and reporting with a focus on performance and results.
- Prepare regular updates and briefing documents on research that is relevant to House employing offices.
- Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.

Qualifications

Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.

- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation, and research.
- Quantitative and qualitative evaluation and research skills.
- Expertise using relevant software.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure and extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Extensive computer skills, including data input.

Financial Administrator (Part Time)

The Financial Administrator will be responsible for performing a variety of skilled duties related to analyzing and processing personnel actions, maintaining accounts and budget, and maintaining records for all employees. The ideal candidate must be detail-oriented, well organized, have experience supporting and managing the administrative budget for an office, and must be able to maintain a high level of confidentiality.

Key Responsibilities

- Process all personnel actions through the Office of Payroll and Benefits (onboarding of Permanent/Non-Permanent/Paid Interns, terminations, student loans, transit benefits, etc.).
- Procure and maintain equipment for the office, at the request of the Director.
- Provide a monthly budget projection.
- Monitor the office's compliance with House Rules, including financial disclosure and ethics rules.
- Assist departing employees with necessary administrative procedures (i.e., returning keys and House I.D. cards, obtaining forwarding addresses, work files, and records).
- Interface with the House Finance Office regarding payroll and all office accounts, including travel accounts.
- Monitor all official accounts, including travel, and prepare and process vouchers for transmittal to the Disbursing Office.
- Maintain all office records and files, including payroll, administrative files, and financial personnel records.

Qualifications

Bachelor's degree (or equivalent level of experience) and a minimum of 5 years of experience providing technical assistance and managing the administrative budget for an office.

- Expertise using relevant software.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure and extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Extensive computer skills, including data input skills.