

**From:** [Carter, Dorval](#)  
**To:** [Alanis, Veronica](#); [Leerhsen, Nora](#)  
**Subject:** Fw: Please share: Chief Equity Officer Job Description  
**Date:** Monday, December 18, 2023 11:38:07 AM  
**Attachments:** [Outlook-tz45xabc.png](#)  
[JOB DESCRIPTION - Chief Equity Officer Dec 2023 Updated.pdf](#)

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FYI

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**From:** Lauren Burdette <Lauren.Burdette@cityofchicago.org>  
**Sent:** Monday, December 18, 2023 11:25 AM  
**Subject:** Please share: Chief Equity Officer Job Description

You don't often get email from lauren.burdette@cityofchicago.org. [Learn why this is important](#)

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Hi Commissioners -

Happy Monday! I wanted to share the Chief Equity Officer job description with all of you and make a quick ask - **please share widely with your networks!** We are hoping to begin interviews in mid-January, so we encourage anyone interested to apply via the instructions at the end of the attached job description.

Below is a blurb you can use or adapt as you see fit:

*The City of Chicago is looking for its next Chief Equity Officer! This key senior leader will be tasked with leading the Mayor's [Office of Equity and Racial Justice](#) which seeks to achieve equity in the City's service delivery, decision-making, and community engagement. This role is building on four years of equity work while also bringing in fresh, new ideas. Our next equity leader will guide Mayor Johnson and citywide staff on policy and strategic initiatives that advance equitable outcomes.*

*Candidates must have experience in equity/inclusion, demonstrate a passion and strategic vision for equity work, and have a strong track record of partnering with community members to achieve a goal. To see more on qualifications, please see the job description attached.*

*Interested applicants should submit their resume and answers to the prompt at the end of the job description to [Equity.opportunities@cityofchicago.org](mailto:Equity.opportunities@cityofchicago.org).*

Thank you and please reach out if you have any questions!

Best,  
Lauren

**Lauren Burdette**  
**Deputy Chief, Office of Equity and Racial Justice**  
**Office of the Mayor**

312-744-1793 | [lauren.burdette@cityofchicago.org](mailto:lauren.burdette@cityofchicago.org)



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**Code:**  
**Family:** Service:  
**Group:**  
**Series:**

## **CLASS TITLE: Chief Equity Officer, Office of the Mayor**

SALARY: \$183,804

### **CHARACTERISTICS OF THE CLASS**

Provides guidance to the Mayor and Mayor's Office staff on policy and strategic initiatives that advance equitable outcomes. Oversees the development, coordination, and administration of the Office of Equity and Racial Justice (OERJ) which seeks to achieve equity in the City's service delivery, decision-making, and community engagement.

### **ESSENTIAL DUTIES**

- **Executes the duties of the office as articulated in Municipal Code 2-4-100**
- Advises and provides high-level strategic support to the Mayor and Mayor's Office staff.
- **Develops goals and strategies that promote equity in City processes, practices, and policy-making.** This includes supporting city departments and agencies in normalizing concepts of racial equity, organizing staff to work together for transformational change, and operationalizing new practices, policies and procedures that result in more fair and just outcomes.
- Strengthens community awareness and involvement with the office with an emphasis on engaging residents from under-represented communities such as communities of color, low income communities, LGBTQ+ communities, and limited English proficient communities.
- **Incubates innovative community-government partnerships** that drive towards more equitable City government processes and outcomes
- Communicates the City's mission and equity related goals to different audiences, including City employees, elected officials and community stakeholders.
- Coordinates and supports City departments to design, implement, and publicly report on racial equity action plans that promote equitable outcomes and measure impact in community.
- Manages the delivery of trainings and development of learning resources for City employees to build knowledge and skills for advancing equity work.
- Manages the collection and analysis of data to inform strategies and tactics for increased equity in City programs and services.
- **Manages systems that drive towards accountability** for racial equity projects throughout the government
- Manages the strategies and work products of the equity team
- Performs other related duties and fulfills additional responsibilities as required.

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- A Master's degree in Sociology, Ethnic Studies, Public Policy, Public Administration or related field with at least six (6) years of experience working in a management role in the diversity/equity/inclusion field.

### **OR**

- A Juris Doctorate with a concentration in Civil Rights or Public Interest and four (4) years of experience in a management role in the diversity/equity/inclusion field.
- Excellent managerial and interpersonal skills
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across multiple stakeholders
- Effective, versatile and action oriented
- Excellent communication skills

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., computer, modems)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

- Supervisory and management methods, practices, and procedures
- City and department ordinances, policies, procedures, rules, and regulations

### **Skills**

- Leadership – demonstrate willingness and ability to lead, take charge, and offer opinions and direction when necessary and appropriate
- Motivation - develop and direct people as they work
- Critical thinking – identify the strengths and weaknesses of issues and provide solutions, conclusions or alternative approaches to the issues
- Complex problem solving – identify complex problems and review related information to develop and evaluate options and implement solutions
- Active Listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate.
- Clear Written Product – communicate information and ideas in writing in a clear and concise manner

**Abilities**

- Negotiation – ability to bring individuals together to reconcile differences
- Strategic thinking – ability to think of long-term plans or strategies for advancement of agendas
- Judgement and Decision making – ability to consider the costs and benefits of potential actions followed by the execution of decision
- Comprehend oral and written information – ability to listen, read, and understand complex information in a short amount of time
- Clearly and effectively communicate
  - Ability to articulate the significance of diversity, equity, and inclusion and related concepts (i.e. institutional racism, cultural responsiveness, and implicit bias) to different audiences, with an emphasis on communicating the importance of racial equity and intersectionality.
  - Ability to develop and communicate the significance of equity outcomes and community impacts, and related concepts to different audiences
- Manage relationships- ability to establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

**Other Work Requirements**

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

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**THIS POSITION IS SHAKMAN EXEMPT**

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

In lieu of a cover letter, we request candidates submit responses to the three questions below:

1. *Why do you want to be Chief Equity Officer? (200 words or less)*
2. *What would you bring to the Chief Equity Officer role? (200 words or less)*
3. *Tell us about a situation where you solved a problem with government and community stakeholders. What happened, what role did you play, and how did the situation resolve? (200 words or less)*

***Interested applicants should submit their resume and responses to each of the above questions to:***

**[Equity.opportunities@cityofchicago.org](mailto:Equity.opportunities@cityofchicago.org)**

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City of Chicago  
Department of Human Resources  
November 2023