

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

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| JOB CLASSIFICATION: <i>Management Analyst 2</i> | | DIVISION: <i>Operations & Inclusion</i> | | DEPARTMENT: <i>Organizational Health</i> | |
| WORKING TITLE: <i>Program Manager</i> | | PCN & CLASSIFICATION OF SUPERVISOR: <i>Social Program Administrator 1</i> | | JOB STATUS: <i>Full-time</i> | |
| CLASSIFICATION NO.: 63212 | | PCN: | PAY RANGE: 26 | REVISION DATE: 12/20 | |
| EQUIPMENT USED: <i>telephone, calculator, printer, computer, copying machine, and automobile</i> | | | | | |
| <p>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate major program core coursework in business administration: management science or public administration and 6 months experience in research and analysis and written documentation of findings; or 3 years' experience in research and analysis and written documentation of findings.</i></p> <p>PREFERRED <i>Master's degree in social or behavioral science with several years of child welfare experience. Advanced knowledge of and experience with child welfare systems management, program evaluation, statistics, strategy, diversity, equity, inclusion and/or culture.</i></p> | | | | | |
| <p>PURPOSE <i>In partnership with department leadership, the Organizational Health Management Analyst manages projects and procedures to advance organizational change, supports the assessment of agency programs and organizational priorities, fosters a positive and inclusive work environment, and assists in mobilizing employees along our culture change journey.</i></p> <p><i>The employee will possess a confident humility with a growth mindset orientation, care deeply about our agency's mission and guiding principles and be driven and energized by the knowledge that they are helping to build healthy organizational culture and diversity, equity & inclusion knowledge and systems that will enable FCCS to better serve our employees, families, and communities. They will have the ability to collaborate with colleagues and influence the developing process. Additionally, this employee will exercise patience and flexibility, have strong listening, facilitation and communication skills; and successfully engage with stakeholders both internally and externally. They will be committed to developing their professional expertise and capitalizing on the opportunity to advance their learning in the areas of culture & climate, and diversity, equity, & inclusion. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i></p> | | | | | |
| 10% | <p>JOB DUTIES: <i>Works closely with the Organizational Health Director and Associate Directors to support the implementation of the agency's culture & climate and diversity, equity, & inclusion vision, strategy, goals and priorities across the agency. Supports the department's projects and deliverables related to agency's strategic plan, culture & climate work, and diversity, equity & inclusion efforts. Helps to identify and coordinate culture & climate and diversity, equity, & inclusion activities in a complex and highly decentralized environment, collaborating with staff across the agency involved in culture & climate and diversity, equity, & inclusion initiatives. Supports the analysis of culture & climate and diversity, equity & inclusion outcomes and performance measures. Provides the department with regular updates regarding their strategic plan, culture & climate work, and diversity, equity & inclusion assignments.</i></p> | | | | |
| 25% | <p><i>Through a lens of culture & climate and diversity, equity & inclusion and across all agency levels: builds awareness, a shared language and a common understanding, cultivates new organizational values, behaviors, norms and expectations, and interrupts bias in our habits, practices and policies. Supports the facilitation of multicultural content, education, presentations and programs. In partnership with the</i></p> | | | | |

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| <p>25%</p> <p>10%</p> <p>20%</p> <p>10%</p> | <p><i>department's associate directors, works diagonally across the agency to assists staff and agency leadership with culturally sensitive issues and provide input about policy/practices from culture of safety perspective and through an equity lens. Stays current on best practices and opportunities related to culture & climate, diversity, equity, & inclusion and strategic planning; attends national training and personal development events to keep abreast with culture & climate and diversity, equity & inclusion issues.</i></p> <p><i>Builds strong, trusting relationships with agency supervisors and staff to drive awareness, commitment and accountability for the employee experience and diversity, equity and inclusion efforts across the agency. Nurtures diversity, connection and community, assists in establishing safe spaces for difficult conversations and helps others find and supports them in their role as change agents. Collaborates with supervisors and employees to address the ways disproportionality shows up in the child welfare system and in FCCS' work. Provide guidance and oversight of the agency's employee affinity groups.</i></p> <p><i>Enriches community partnerships through an equity lens and promotes business diversity within our service array and among our paid providers. Works collaboratively with department director and associate director to support community partners and address the ways disproportionality shows up in FCCS' work, in the child welfare system, and in our community. Provides support for community events that communicate our culture & climate work and diversity, equity & inclusion efforts to members of the community. Works to publicize non-agency diversity-related events, educational opportunities, workshops, etc. for employees, families, and the local community.</i></p> <p><i>Coordinates logistics for agency and community events. Monitors, evaluates, or records activities or program effectiveness. Tracks and analyzes data. Develops and distributes content. Maintains Organizational Health Department online and electronic content and archives. Provides updates and reports to appropriate teams. Experiments with new ideas, methodologies, and procedures.</i></p> <p><i>Performs other related duties as assigned. Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.</i></p> | |
| <p>List no. of positions and Class Titles of positions supervised</p> <p>NA</p> | <p>_____</p> <p>Signature of Agency Representative</p> | <p>_____</p> <p>Date</p> |