**STATE OF RHODE ISLAND**
**invites applications for the position of:**

# DIVERSITY COORDINATOR

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| **DEPARTMENT:** | JUDICIAL DEPARTMENT - CONSTITUTION |
| **DIVISION:** | Supreme Court |
| **OPENING DATE:** | 11/23/16 |
| **CLOSING DATE:** | 12/03/16 11:59 PM |
| **SALARY:** | $74,504.00 - $84,433.00 Annually |
| **PAY GRADE:** | 8834 A |
| **JOB TYPE:** | Non-Union (Judiciary) (111) |
| **NAME OF BARGAINING UNIT UNION:** | Non-Union (Judiciary) (111) |
| **LOCATION:** | Providence |
| **SCHEDULED WORK DAYS: HOURS OF WORK** | Monday - Friday; 8:30 AM to 4:30 PM |
| **WORK WEEK:** | Non-Standard |
| **RESTRICTIONS/LIMITATIONS:** | Pending Availability of Funds |
| **JOB NUMBER:** | 2710-10000-0928 |

## CLASS DEFINITION:

The Diversity Coordinator for the Rhode Island Judiciary will plan, organize, coordinate and administer a court-wide diversity program; will implement recruitment strategies to ensure that all interested applicants have access to and are properly educated on the Judiciary's employment application process through the State's ApplyRI system; will be responsible for the establishment of an outreach component that is comprised of networking directly with community leaders and hosting workshops on job opportunities and the hiring process within the Judiciary. The Diversity Coordinator will also be responsible for ensuring compliance with all federal and state laws and regulations regarding equal opportunity and will work closely with the chief judges and administrators of all courts within the State Court System concerned with equal opportunity; will complete and maintain the Judiciary's Affirmative Action Plans including all statistical data as required by the State Diversity/Equal Employment Opportunity Office in accordance with Rhode Island Laws, and will be responsible for all other related duties as may be assigned by the Chief Justice of the Supreme Court and his/her designee.

## REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Such as may have been gained through possession of a Bachelor's Degree from an accredited institution with specialization in Public Administration, Human Resources Management or a closely related field; considerable employment in the area of affirmative action, equal employment, diversity management and outreach; strong verbal and written communication skills, report writing and statistical analysis proficiency, familiarity with public speaking or any combination of education and experience that shall be equivalent to the above education and experience.

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AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.apply.ri.gov

Position #2710-10000-0928
DIVERSITY COORDINATOR
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov

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