



## Sample Characteristics for Equity Officer Duty Statements

Recognizing that local needs vary, the [CDPH Equity Team](#) is providing this document as a “menu of options” that local health jurisdictions (LHJs) can use to meet their own unique needs when developing Equity Officer duty statements/job descriptions. The language and sample duty statements shared below are meant to be viewed as suggestions, are not exhaustive, and are not required.

This document is organized into two sections:

1. Sample language of duties and desired qualifications for Equity Officers at the leadership, managerial or coordinator level (Sections A through C)
2. Links to equity positions posted by state, LHJ, and non-governmental organizations are shared in Section D: [Sample Duty Statements](#) at the end of this document

More information about the CDPH Office of Health Equity can be found here: [CDPH Office of Health Equity Statute](#).

For questions about duty statements or other technical assistance needs, please contact [EquityTeam@cdph.ca.gov](mailto:EquityTeam@cdph.ca.gov).

### A. Sample Language: Equity Officer – Leadership Level

Sample duties:

- Leads organizational assessment process, uses findings to drive equity efforts throughout organization
- Leads the development of interventions to address specific inequities in the jurisdiction area such as systematic barriers to health resources and social determinants of health, and innovates new methods of assessing health equity
- Oversees diversity, equity, and inclusion (DEI) efforts and health equity strategic plans
- Coordinates with Emergency Response partners to ensure equity considerations are embedded throughout response planning, activities, and evaluations
- Cultivates long-lasting partnerships with community stakeholders and organizations to build and reach trust with underserved communities
- Plans and executes convenings with constituents to identify and advance shared equity goals, clarify challenges, develop strategies to build solutions, and assure progress through consensus agreements and actionable next steps
- Integrates health equity into strategic planning, guiding principles, current and future projects to make health equity a cornerstone of the jurisdiction’s mission
- Builds organizational capacity to elevate the importance of and to sustain health equity efforts

- Functions as an equity subject matter expert to internal stakeholders, such as other officers in the jurisdiction, as well as external stakeholders such as community partners

Sample qualifications:

- Passionate about the mission of the equity program with demonstrated experience working on previous equity-focused projects at a senior level
- Knowledge of organizational change management principles
- Ability to challenge others to approach all current and future work with an equity lens
- Experience planning and facilitating multidisciplinary meetings with diverse community groups, including residents and non-profit organizations
- Previous experience in public-facing positions, facilitating discussions between the public and public health authorities
- Ability to communicate with multiple diverse communities, with consideration of the culture, history, and specific needs of each community
- Proven experience developing and strengthening relationships with both internal and external stakeholders with the goal of creating a harmonious working environment between the jurisdiction and local community partners

## **B. Sample Language: Equity Officer – Management Level**

Sample duties:

- Experience working in programs focused on the needs of underserved communities, addressing the social determinants of health, lifting up community assets, countering social inequalities, and/or increasing health equity
- In collaboration with senior leadership, guides organizational assessment process, uses findings to drive equity efforts throughout organization
- Integrates health equity into current and future projects, promotes health equity as a cornerstone of the jurisdiction’s mission
- Functions as a health equity subject matter expert to internal stakeholders, other programs within in the jurisdiction, and external stakeholders such as community partners; makes recommendations as appropriate
- Communicates needs and solutions from communities and stakeholders to senior leadership, task forces and other internal/external stakeholders tasked with COVID-19 response and recovery responsibilities.
- Monitors and evaluates progress and effectiveness of diversity, equity, and inclusion (DEI) and health equity initiatives
- Plans, directs, coordinates, supervises, and manages overall health equity activities through a comprehensive local equity strategy focused on communities most impacted and vulnerable to COVID-19 with a focus on Social Determinants of Health.
- Develops, prioritizes, implements, monitors, and evaluates deliverables across multiple equity initiatives and working groups
- Monitors, coordinates, and communicates the strategic objectives of health equity across the jurisdiction and to stakeholders to optimize performance/results
- Defines personnel resource needs and allocates as required to reach program objectives

Desired qualifications:

- Demonstrated success working on equity-focused initiatives
- Experience planning and facilitating multidisciplinary meetings with diverse community groups, including residents and non-profit organizations
- Knowledge of and experience with program development and evaluation
- Ability to organize and motivate diverse groups of stakeholders
- Knowledge and experience in implementing personnel management techniques
- Excellent interpersonal, written and oral communication skills; ability to communicate and present to leadership and teams at all levels

### **C. Sample Language: Equity Officer – Coordinator level**

Sample duties:

- Partners with internal stakeholders to drive organizational assessments and uses findings to develop equity goals
- Meets with community-based organizations and other groups to understand needs and propose solutions to communities facing disproportionate vulnerability to the virus and associated long-term impacts
- Monitors, coordinates, and communicates the strategic objectives of health equity across the jurisdiction and to stakeholders to optimize performance/results
- Monitors and evaluates progress and effectiveness of equity initiatives
- Independently prepares reports, correspondence, and other written communications, including memos to communicate on equity gaps and successes in the local health jurisdiction
- Functions as a health equity subject matter expert to internal stakeholders, such as other officers in the jurisdiction, as well as external stakeholders such as community partners; makes recommendations as appropriate

Desired qualifications:

- Passionate about the mission of the health equity program
- Integrates health equity into current and future projects, centers health equity as a cornerstone of the jurisdiction's mission
- Ability and experience planning and facilitating multidisciplinary meetings with diverse community groups, including residents and non-profit organizations
- Program planning, implementation, communication and coordination skills
- Commitment to developing and maintaining an up-to-date and extensive knowledge base related to public health and health equity

### **D. Sample Duty Statements**

Leadership Level:

- [San Diego Chief Race and Equity Officer Recruitment Brochure](#)
- [Contra Costa- Chief Equity Officer](#)
- [San Francisco Housing- Chief Equity Officer](#)

- [Office of Health Equity- Deputy Director](#)
- [San Mateo- Chief Equity Officer](#)
- [Marin- Equity Director Recruitment Brochure](#)

Management Level:

- [State Health Program Manager II, Equity Planning and Capacity Building](#)
- [Contra Costa- Equity Health Program Manager](#)
- [Washington State Department of Health- Equity and Social Justice Manager](#)
- [City of Sunnyvale- Equity, Access, and Inclusion Manager](#)
- [Rock County, Wisconsin- Equity Manager](#)- rural jurisdiction

Coordinator Level:

- [Santa Barbara Health Equity Coordinator](#)
- [Public Health Alliance of Southern California- Health Equity Coordinator](#)
- [Alaska Division of Public Health \(State\)- Community Health Equity Program Coordinator](#)

To share additional equity officer duty statements, please email [EquityTeam@cdph.ca.gov](mailto:EquityTeam@cdph.ca.gov).