

FOR HUMAN RESOURCES USE ONLY:						PU
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	APP. BY C&C	MPP CODE	RANGE/ GRADE CODE	DATE
Administrator I	3318	1	LL	D019	1	6/18/24



MANAGEMENT PERSONNEL PLAN (MPP) POSITION DESCRIPTION

1. POSITION INFORMATION

NAME: _____ DEPARTMENT: Division of Inclusive Excellence

POSITION TITLE: Director of Cultural Development and Equity Initiatives

ADMINISTRATOR LEVEL: I II III IV

THIS POSITION REPORTS TO: Michael V. Nguyen, Chief Diversity Officer
Name and Title

POSITIONS DIRECTLY SUPERVISED BY THIS POSITION:

Classification: Student Interns Qty: 2 FTE: .20
 Classification: _____ Qty: _____ FTE: _____
 Classification: _____ Qty: _____ FTE: _____

MAJOR DEPARTMENTS UNDER THIS POSITION:

Department	# of Employees

Please attach current organizational chart with names and classifications included.

2. SIGNATURES

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Appropriate Administrator:  Date: 7/5/24

Vice President:  Date: 7/5/24

Employee: _____ Date: _____

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3. PRIMARY ACTION BEING REQUESTED

Job Posting: New Position Replacement Position, former incumbent: Lina Rincon

Update Position Description Only:

Effective Date: _____

4. REQUIRED QUALIFICATIONS

Please list any required knowledge, skills, abilities and experience. Must be appropriate to the skill level of the position and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

Education and Experience:

1. Bachelor’s degree from an accredited college or university in a relevant field
2. Minimum of three years of experience in diversity, equity, and inclusion roles, with substantial experience in managing cultural programs, training development, and employee resource groups.
3. Proven track record of successfully implementing DEI initiatives and programs within a complex organization, preferably in higher education or a comparable sector.
4. Experience in conducting needs assessments and developing strategic responses to cultural and educational challenges within an organization.

Knowledge, Skills, Abilities

5. Strong leadership and project management skills, with the ability to inspire and mobilize diverse teams towards achieving shared goals.
6. Excellent interpersonal, communication, and facilitation skills, capable of effectively engaging with a diverse range of stakeholders and leading sensitive discussions.
7. High level of cultural competence, with a deep understanding of and commitment to promoting equity and inclusion.
8. Proficient in data analysis and using insights to inform decision-making and measure the impact of DEI initiatives.
9. Ability to develop and maintain comprehensive program documentation, including tracking systems and performance metrics.
10. Strong organizational and time management skills, with the capability to manage multiple priorities simultaneously.
11. Ability to have positive and effective interaction with a diverse set of individuals, from various intersectional identities, cultural and ethnic backgrounds, and viewpoints and at all levels of management, faculty, staff, and students.
12. Ability to understand, interpret, learn, and explain state, federal, CSU and Sacramento State policies, procedures, and executive orders.
13. Ability to maintain neutrality, confidentiality and handle sensitive communications.
14. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

CONDITIONS OF EMPLOYMENT

- Ability to complete a background check.

Employee Initials:

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5. PREFERRED QUALIFICATIONS

List any desirable qualifications that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

15. Master's or other advanced degree from an accredited college or university or equivalent professional work experience.
16. Experience as an administrator working with staff and faculty at a higher education institution.
17. More than five years of experience in DEI roles with increasing responsibilities, especially in a higher education setting.
18. Ability to direct and implement all aspects of administering culture and needs assessments for university units, divisions, and colleges.
19. Demonstrated ability to innovate and implement change across a broad spectrum of areas within an organization.
20. Strong analytical skills and the ability to interpret complex legal and policy documents related to DEI and higher education.

6. POSITION PURPOSE:

The position purpose should be a summary of the general nature of the responsibilities of the position plus additional information including scope, context and the general environment under which it functions.

The Director of Cultural Development and Equity Initiatives is tasked with advancing Sacramento State's dedication to building a vibrant, inclusive community. This key leadership role is charged with cultivating and implementing strategic initiatives that promote cultural understanding and advance equity across the campus. The director oversees the development of comprehensive cultural programs and equity initiatives, aligning them with the university's overarching diversity, equity, and inclusion (DEI) objectives. By conducting targeted culture and needs assessments, crafting impactful DEI training, and facilitating the growth of Employee Resource Groups (ERGs), the Director ensures that these programs not only support but enhance the institutional commitment to an equitable and culturally rich academic environment. This role is pivotal in driving systemic change and fostering an inclusive culture that celebrates diversity and promotes equal opportunities for all community members.

7. ESSENTIAL FUNCTIONS OF THE POSITION:

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
40%	D,W,M, Y	<p>Culture and Needs Assessments and DEI Training Development</p> <ul style="list-style-type: none"> • Conduct comprehensive needs assessments to identify gaps and opportunities in cultural competencies and inclusivity across campus divisions and colleges.

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		<ul style="list-style-type: none"> Based on assessment results, work with campus divisions and colleges to plan forward through development of mission, values, goals, outcomes, and Oversee the design, delivery, and continuous improvement of DEI training programs based on assessment outcomes to ensure they meet the evolving needs of the institution. Lead the development and implementation of strategic initiatives that promote an inclusive and diverse culture across the campus, aligning with the university's strategic plan and DEI goals. Develop and implement training programs to enhance cultural competency among faculty and staff.
25%	D,W,M,Y	<p>ERG Operations and Management</p> <ul style="list-style-type: none"> Support the budget management processes for ERG programming. Maintain accurate records of programming and spending in alignment with campus, Inclusive Excellence and ERG goals. Gathers, analyzes, and interprets ERG and cultural initiatives data, including but not limited to membership growth and professional network opportunities. Collaborate with ERGs on the management and content on the ERG webpage. Maintain updated information about the ERG, history, programming, events, and network opportunities. Assess the impact and effectiveness of ERG and Cultural Initiative efforts.
20%	D,W,M,Y	<p>Program Development and Event Coordination</p> <ul style="list-style-type: none"> Design and implement a range of cultural events, learning series, and training sessions that foster cultural appreciation and inclusivity, e.g. Promote Sac State, the AICP, and other strategic initiatives from the Office of the President. Champion cultural programming and high-impact practices that enhance the visibility and effectiveness of Employee Resource Groups (ERGs). Develop and manage program schedules, promotional materials, and events that support the visibility and objectives of IE initiatives and ERGs.
5%	D,W,M,Y	<p>Collaboration and Advocacy</p> <ul style="list-style-type: none"> Makes institutional and systemic recommendations for changes in the campus environment to ensure increased retention and belonging of staff and faculty. Advise the Chief Diversity Officer of significant issues and recommends policies and procedures or modifications as needed in relation to Culture and Needs Assessments and ERGs. Foster collaborative relationships with on-campus departments and off-campus organizations to enhance ERG effectiveness and cultural appreciation.

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8. MARGINAL FUNCTIONS OF THE POSITION:

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
10%	M, Y	<ul style="list-style-type: none"> • Other duties as assigned. • Serving on committees, search teams, etc. • Participates in activities and professional organizations to increase skills and visibility.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: (please select one)

Administrator – An individual who has full budgetary, personnel authority, and responsibility for formulating and administering policies and programs in the assigned functional area (e.g. Vice President, Dean, Senior Manager). Direct reports may include subordinate supervisors or subordinate managers.

Supervisor – An individual who has the authority to hire, discipline, promote or discharge a group of employees (e.g. Payroll Supervisor, Accounting Supervisor). May supervise non-exempt and/or exempt employees, as well as subordinate supervisors.

Professional – An individual who has significant responsibility for formulating and administering policies for an assigned program or functional area (e.g. Attorney, Labor Relations Manager, Affirmative Action Officer). No direct reports or supervisory responsibilities.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

Types of Problems Encountered:

- Ability to create solutions to problems of equity, diversity, and inclusion. Collaborate with other Inclusive Excellence staff on issues related to the work of Inclusive Excellence, including the assessment of campus climate and response to the same. Diverse and complex challenges related to fostering an inclusive and equitable environment for ERGs.
- Interpersonal issues among ERG members or between ERGs and the broader university community.
- Logistical problems in coordinating ERG events, training, and communication efforts.
- Resistance or barriers to cultural appreciation and diversity initiatives within the campus community.

Issues and Concerns Addressed:

- Cultural sensitivity and awareness: Developing strategies to enhance cultural competency across campus.
- Policy advocacy: Addressing gaps or needs in current policies to support ERGs and promote inclusivity.
- Resource allocation: Efficiently managing IE and ERG funds and resources to support activities and growth.

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Types of Problems Incumbent Required to Refer:

- The incumbent uses judgement and discretion to advise the Chief Diversity Office of issues related to their area, and must keep informed of applicable policies, procedures, and regulations.

Any issues beyond the scope of the incumbent’s responsibilities are referred to the Chief Diversity Officer.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

The Director of Cultural Development and Equity Initiatives will actively engage with a wide range of stakeholders both within Sacramento State University and in the broader community. This includes:

On-Campus Contacts: Regular interaction with faculty and staff and various departments Academic Affairs, Student Affairs, IRT, ABA, Office of Faculty Advancement, Human Resources, Center for Teaching and Learning, and Colleges as it relates to equity, diversity, and inclusion assessments, trainings, workshops and the integration of ERG activities and cultural appreciation into the broader campus culture.

Off-Campus Contacts: Engagement with community leaders, other educational institutions, and potential sponsors or partners. The goal is to exchange best practices, secure resources, or funding, and collaborate on community-wide cultural initiatives. Establishing connections with external entities is vital for promoting Sacramento State University as well as extending the impact of culture and needs assessments, ERGs, and cultural appreciation efforts beyond the campus.

The incumbent must have the ability to establish and maintain effective working relationships with on- and off-campus contacts including high ranking campus administrators, community leaders, and the public, to effectively interact in highly sensitive and/or confidential situations.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
O	Sit	F	Direct others	N	Is exposed to excessive noise
O	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
O	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
O	Climb	F	Make decisions		
O	Reach	F	Works rapidly	O	Drives motorized equipment
O	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
O	Push/Pull	F	Tolerate variety	N	Works in high places
O	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination	F	Other: Social		
O	Hear with background noise				
O	Hear the spoken word				

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O	Hear over a phone/other device	
F	See to read fine print	
F	See to read bold print	
F	See to accomplish a task	
F	Talk	
F	Communicate	
O	Lift: 15 lbs. max	
O	Carry: 15 lbs. max	
N	Operate equipment	
F	Perform keyboard entry	
	Other:	

Employee Initials:

Date: