

## Appendix D4: Chief Racial Equity Officer/ Deputy Commissioner Job Description

### For the reader:

Since the hiring of this position the current Chief Racial Equity Officer no longer supports CDPH's Public Information Office (PIO); has added two additional teams: Community Planning and Equity Zones (CPEZ) and Health Equity in All Policies (HEiAP).



## CHIEF RACIAL EQUITY OFFICER / DEPUTY COMMISSIONER Chicago Department of Public Health

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### About the Chicago Department of Public Health

The **Chicago Department of Public Health** (CDPH) is responsible for protecting and improving the health of Chicagoans and their communities through policies and services that prioritize residents and communities with the greatest need. Our mission is to work with communities and partners to create an equitable, safe, resilient and Healthy Chicago. We are guided in this work by [Healthy Chicago 2025](#), our five-year plan to close the city's racial life expectancy gap.

We believe that everyone in Chicago – including our own staff members – should have the opportunity to achieve their optimal health and wellness. CDPH is focused on dismantling systemic racism to create an organizational culture that actively supports anti-racist efforts and is committed to recognizing, addressing, and eradicating all forms of racism within the department and in the community.

### Job Summary

As a member of the CDPH executive team reporting directly to the Commissioner, the **Chief Racial Equity Officer/Deputy Commissioner** will oversee the Bureau of Inclusion, Diversity, Equity, and Access (the "IDEA Bureau"). Newly created in 2022, the IDEA Bureau is dedicated to leading internal

strategy, workforce development, community engagement, communications and other culture and process/system change initiatives rooted in the principles of racial equity.

This position will supervise the following offices in the IDEA Bureau: Racial Equity & Belonging, Workforce Development, Community Engagement & Partnership, and Public Information. These offices have grown substantially in the past year, and the Chief Racial Equity Officer/Deputy Commissioner will be tasked with developing plans to nurture and sustain these new teams and functions within the department. This position will also work closely with program staff in core operational and administrative areas such as human resources, finance, and contracts to co-lead process improvement initiatives to ensure that our practices are in line with the department's anti-racism values.

## Job Duties

In addition to managing the day-to-day operations of the IDEA Bureau, the Deputy Commissioner/Chief Racial Equity Officer's job duties include, but are not limited to:

### Racial Equity & Belonging

- In partnership with the Mayor's Office of Equity & Racial Justice, develop and oversee the implementation of CDPH's Racial Equity Action Plan, annual Budget Equity Tool, and other frameworks as necessary to ensure that racial equity is fully embedded within the department's culture and operations.
- Identify key indicators of inclusion, diversity, equity, and access across the department and for individual programs, and establish a platform to track process and outcome measures over time.
- Establish racial equity and belonging as a shared value across CDPH through strategic internal communication and workforce development initiatives that build staff knowledge, capacity, and commitment.
- Identify and implement systems that engage CDPH staff and key external partners to inform CDPH's approach to racial equity, and to hold us accountable.
- Document and share learning with other City departments in various formats (racial equity cohorts, presentations, white papers, etc.).
- Envision and lead initiatives designed to increase staff satisfaction, wellness, and sense of belonging at CDPH.

### Organizational & Workforce Development

- Lead a robust and inclusive internal strategic planning process every four years to refine the Department's mission and vision, identify improvement opportunities, develop goals and

strategies to address organizational needs, oversee implementation, and establish measures to track success.

- Oversee the creation and implementation of a workforce development plan that promotes inclusion, diversity, equity, and access.
- With the Bureau of People, Process & Policy Improvement, co-lead quality improvement efforts so that our departmental processes, workflows, systems, and structures foster inclusion, diversity, equity, and access; support CDPH's advocacy for City-wide changes where needed.

### Community Engagement & Partnership

- Through training and technical assistance, build the capacity of CDPH staff members to effectively and authentically engage with community partners affected by their work.
- Advise the Public Information Office on communication strategies that will reach and engage communities most affected by health and racial inequities, in ways that are culturally appropriate.
- Conduct direct outreach in neighborhoods of greatest need to raise awareness of CDPH programs and services.
- Develop more systematic ways to inventory and centrally track CDPH's external partners, including the management of partner lists.

### Public Information and Strategic Communications

- Establish standards and apply best practices for how CDPH communicates messages with staff members and community audiences in ways that reflect our inclusion, diversity, equity, and access goals.
- Inform CDPH's strategy on media relations and support drafting press releases, media talking points, and other external communications materials as needed.
- With support from subject matter experts across CDPH bureaus, assist the Public Information team with the development of proactive campaigns.
- Help guide content development for external communication channels such as our website and social media.
- Lead efforts to improve internal communication and enhance CDPH staff awareness of major initiatives, the work of other offices, and how their own programs contribute to the department's mission.

The Deputy Commissioner/Chief Racial Equity Officer will also proactively pursue funding opportunities that promote the sustainability of CDPH's efforts across each of these areas.

## Knowledge, Skills & Abilities

- Understanding of and a demonstrated ability to work successfully with people from diverse backgrounds.
- Knowledge of concepts, national trends, and current issues related to inclusion, diversity, equity, and access, and an understanding of systemic and institutional racial bias.
- Experience leading bold, effective organizational and institutional change, even in the face of challenges and adversity.
- Ability to perform high-level strategic planning and operationalize these plans/processes from beginning to end.
- Ability to communicate effectively with diverse stakeholders, including academic and community audiences, in writing and oral presentations.
- Experience with media relations and communications strategy, including writing press releases and participating in interviews.
- Track record using data to identify needs, implement solutions, and measure outcomes.
- Skill in assessing staff development needs, developing curricula and materials, and conducting training sessions in a variety of formats.
- Ability to inspire staff and connect all aspects of the department's operations to the CDPH vision and mission.
- Exemplifies CDPH values of anti-racism, excellence, informed decision-making, and teamwork.

### **CDPH is seeking candidates who possess:**

- A strong knowledge of concepts, national trends, and current issues related to inclusion, diversity, equity, and access, and an understanding of systemic and institutional racial bias.
- Significant experience leading effective and transformative organizational and institutional change processes.
- Highly effective communication abilities, with a demonstrated ability to work successfully with people with diverse and intersecting identities.

**Salary:** \$133,416