

IV. Responsibilities of the City's Diversity Officer

The Executive Director of the Office of Compliance shall appoint a Diversity Officer to head the Diversity and EEO section of the Office of Compliance. The Diversity Officer supervises the implementation of the City of Chicago Diversity and Equal Employment Opportunity Plan and all related non-discriminatory policies and practices as mandated for all City departments by:

- Monitoring the utilization of all protected groups in an effort to identify unjustified underutilization that may constitute discrimination against any class of persons protected by the Human Rights Ordinance;
- Identifying issues within departments that may create or exacerbate unjustifiable underutilization of any class of persons protected by the Human Rights Ordinance;
- Exploring methods for eliminating any identified issues of concern;
- Managing the City's Equal Employment Opportunity complaint resolution process;
- Conducting training on Diversity and Equal Employment Opportunity;
- Assisting departments in the development of and compliance with individual departmental diversity and affirmative action programs;
- Analyzing hiring and promotion patterns;
- Supervising and training staff engaged in compliance monitoring and EEO complaint investigations;
- Advising new City of Chicago employees of the role of the Diversity and EEO Section of the Office of Compliance.

