Collaborative Network Analyst

Office of Diversity, Equity, and Inclusion

Job #21-34

Close Date: Monday, August 30, 2021

(Job #21-34) Administrative Analyst/Specialist I (Non-Exempt), Collaborative Network Analyst, $3,288 – 6,347/month. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a temporary, full-time, benefited, non-exempt, 12-month pay plan position in the Office of Diversity, Equity, and Inclusion. Position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Equity Arcata is a collaborative network comprised of the City of Arcata, Humboldt State University, TK-12 Del Norte Humboldt Equity Partnership, Northern Humboldt Union High School District, Humboldt County Office of Education, Arcata Chamber of Commerce and many local Arcata Businesses.

Network Purpose: Create a welcoming, safe, and racially equitable community, for all people of color through engaging the community around housing, health, education, art and employment.

The Network is actively recruiting for a Network Manager to support the collective.

The network Manager will be a servant leader with demonstrated familiarity with Humboldt State University’s vision and framework of inclusive excellence. They will have experience working with colleagues, students, and community members from traditionally underrepresented group, particularly Black, Indigenous and People of Color (BIPOC). They will have demonstrated commitment to racial equity and social justice.
Duties: The Network Manager will serve the Humboldt State University (HSU) campus community (50%), the Equity Arcata Collaborative (25%) and other duties as needed (25%) by fulfilling the following duties:

A. HSU
1. Support partnerships between HSU campus stakeholders and the Office of Diversity, Equity, and Inclusion (ODEI).
2. Engage HSU students in racial and social justice critical conversations and training.
3. Develop and implement evaluation tools that measure progress of racial and social justice initiatives and inform decisions.
4. Producing key ODEI deliverables - including meeting reports, special research projects, funding opportunities, and data collection.
5. Serve as co-editor of ODEI Pathways, the monthly newsletter of the Office of Diversity, Equity, and Inclusion.
6. Maintain and engage with ODEI’s social media platforms.
7. Support racial and social justice research needs - work with ODEI and its partners to identify research needs and carry out or fulfill research projects.

B. Equity Arcata Collaborative
1. Manage the equity arcata collective impact network ensuring the network maintains the five conditions of collective success; common agenda; shared management system; mutually reinforced activities; continuous communication and engaged backbone support organizations.
2. Manage internal communications and external stakeholder relations.
3. Oversee the management of the Advisory Team – develop meeting agendas, provide design team updates, identify areas where the working groups need Advisory Team input and support.
4. Provide high-level support to the Design Team - Develop and implement strategy and equity working group activities that will align with each group’s statement of purpose, objectives, and goals, as well as the collective overarching goals. Ensure that working group members are effectively engaged; identify human resource gaps in equity working groups; and lead new working group member engagement including conducting interviews with potential participants.
5. Provide planning and general support to the equity working groups - including those related to strategy, implementation, learning, budgeting, logistics and reporting.
6. Assist in coordination of project staff - including Chair of the Student Diversity Committee, Arcata Racial Equity Intern and contract researchers and facilitators as needed.

Key Questions / Goals
1. What should be our leading strategies to make community-level change in racial equity?
2. How do we best support the working groups and instill the value of the collective impact model?
3. What do we need to do to further strengthen the sustainability of equity arcata?
4. While the Network’s focus is on Arcata and Humboldt State University, many students, staff and community members reside or work in areas outside Arcata, how can we be of benefit/relevance to the entire county?
5. Develop a plan that addresses role clarity for the Advisory Committee and Design Committee, staff, and partners.
6. Design tools for evaluating progress and a reporting mechanism that reinforces key messages and metrics geared to the Advisory Committee.
7. Develop strategic and regular public and stakeholder communications (with the Communications working group) updating the work and identifying ways for people to connect to the work.
equity arcata: Platform for Change
City of Arcata, Humboldt State University, TK-12 Del Norte Humboldt Equity Partnership, Northern Humboldt Union High School District, Humboldt County Office of Education, Arcata Chamber of Commerce and many local Arcata Businesses.

Create a welcoming, safe, and racially equitable community, by eliminating racial disparities for all people of color through engaging the community around housing, health, education and employment.

The Arcata community has been consistently challenged in difficult ways, and equity arcata publicly recognizes that our communities of color experience racial biases and often do not feel welcomed or supported here in Arcata. We have started both a community dialogue around racial equity in our community, as well as action steps to create inclusive frameworks in multiple sectors. We also know that we are a community who values impact over intent and can carry through the work required to get us where we need to be. Since the start of equity arcata’s implementation, we knew...
that creating racial equity would be a lengthy journey. It will take intention, attention and time; and above all else the unity of our community.

Building a Strong Community Requires Unity
As a diverse multi-racial group of leaders of institutions, organizations, and businesses in our community, and as individuals with a deep personal commitment to this place and to this work, we stand firm behind our goal to create a welcoming, safe, and racially equitable community, for all people of color in housing, health, education, art and employment.

To achieve this audacious goal:

- We recognize and acknowledge the pain and trauma that has occurred for many communities of color at individual and institutional levels. In the face of these challenges, we believe it necessary to take a resiliency-building approach to build the strength of individuals and systems to be successful for the long-term.
- We need to stay focused on the big picture, while also driving real change for people most impacted by racial inequities. We believe this work is bigger than any one of us, and approach it with both deference and determination to transform our systems to create racial equity.
- We need to work together as a whole system to create solutions that will be effective and durable over time. We need to stand in solidarity with one another as we advance the solutions we design, and remain forward-looking at what we can do next to meet our goal.
- Narratives that seek to divide us will delay this work. If we want real change we need to build the community’s strength together.

We believe Arcata is better because of our growing racial diversity. Our K-12 system is becoming more racially diverse each year, as is HSU. We want our new student residents to be successful during their time here, and to build an atmosphere where students and new residents feel supported to become part of the community whether for a few years or a long time.

equity arcata Background
In 2017-2018, equity arcata partners participated in a series of facilitated conversations to develop an initial network framework and prioritize components that are important to communities of color within Arcata. Out of this work the network created 8 working groups that focus on the following aspects of racial equity. More information is available at www.equityarcata.com

Police and Student Safety Forums – The Chief’s Advisory Panel, Fostering Communications Between Law Enforcement and Students. The Chief’s Advisory Panel (CAP) is a formal group to provide perspective and advice for the purpose of improving transparency and fostering stronger relationships with the on and off campus communities the Humboldt State University Police Department (UPD) and Arcata Police Department (APD) serve. The group reviews policy, procedures, concerns/complaints, contemporary events (on and off campus), to help establish best practices, foster communication and understanding, and provide ethical and visionary community leadership.

Welcoming Businesses – A Business-Owner Partnership. The goal of this initiative is to establish partnerships amongst business owners in the community. The group will implement racial equity training for all employees and develop ways to make Arcata businesses safe for everyone. This partnership will work with business owners when hate incidents are reported from their venues.

Bias Reporting Tool and Community Response Team: Developing connections between vulnerable communities, local support and law enforcement. This group is building a system to report hate and bias incidents in the community, at HSU, and within the K-12 schools and to develop response team protocols. The goals is to make connections, which support...
individuals who are targeted by hate, and bring people together to heal. Community Response Teams will eradicate discrepancy of hate incidents and promote trust among community members.

**Home Away from Home:** A Community-building Program for the city of Arcata. Volunteer student and non-student community members and the City of Arcata will host community-building potlucks to create a cultural bridge between campus and the community.

**Housing Equity:** Building strategies that ensure accessible and affordable housing choices safe from discrimination, crime and environmental hazards.

**Ongoing Learning:** Focus on a spectrum of action steps via training and learning opportunities for Humboldt State University and City of Arcata staff and faculty; Arcata City and University Peace Officers (including specific focus on unbiased policing); Business Owners and Workers (starting with Retail and Food Service businesses); and General Arcata Community (including Students, Residents, Faith-based Communities, and Non-Profits).

**Communications:** This group's goal is to create racially equitable marketing and communications practices with cultural humility top of mind. We believe in the importance of vetting marketing and communications using a racial equity lens to create inclusive messaging for all.

**JustArts:** Organizing opportunities for artistic expression, exhibition, performance and dialogue surrounding racial equity. Just completed their first project, *Art on the Fence* as part of an ongoing project, which uses the arts to encourage conversations surrounding racial equity, social justice and change.

**Minimum Qualifications:** General knowledge and skills in the field of Diversity, Equity, and Inclusion, with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor’s degree OR through a combination of education and work experience which provides the knowledge, skills, and abilities required for this position – primarily the ability to provide day-to-day administration of a program, or performing administrative and technical duties in support of an organizational unit.

**Required Knowledge, Skills, and Abilities:**
- Working knowledge of general practices, program, and/or administration of Diversity, Equity, and Inclusion programs. Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques
- Ability to organize and plan work and projects including handling multiple priorities
- Ability to make independent decisions and exercise sound judgment
- Ability to compile, write, and present reports related to program or administrative specialty
- Demonstrated ability to establish and maintain effective working relationships with diverse populations, both in and outside the work group and serve as a liaison for the organizational unit
Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/92531

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, August 30, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.