



**CITY OF BALTIMORE**  
Department of Human Resources  
7 E. Redwood Street, 16th Floor  
Baltimore, MD 21202  
(410) 396-3860 711(TTY)  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

**INVITES APPLICATIONS FOR THE POSITION OF:  
Equity Legislative Liaison - Office of Equity & Civil  
Rights**

*An Equal Opportunity Employer*

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 11/22/22

**CLOSING DATE:** Open until filled

**CLASS DESCRIPTION:**

**THIS IS A NON-CIVIL SERVICE POSITION**

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Equity Legislative Liaison**

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity, inequality, and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

**Essential Duties and Responsibilities (not inclusive)**

- Establishes and maintains relationships through interactions and communications with legislative bodies, including the Maryland General Assembly and City Council along with Baltimore City agencies to promote the public policy goals directly related to advancing Equity in Baltimore City. Additionally, the incumbent will solicit and prepare equity impact analysis of legislation, identify affected interests, lobby for or against prospective legislation, and track and research newly introduced laws with respect to their potential impact on Equity.

- Conducts Equity assessments of City's existing and proposed practices, policies, and legislation and produce a baseline analysis of the equity impacts.
- Conducts Equity analysis of the agency's existing and proposed actions and policies, encompassing programs, operations, and projects.
- Provides collateral advisory support to Equity professionals in the Office of Equity and Civil Rights to assist in the City-wide approach to Equity.
- Drafts legislative proposals; reviews and tracks state, federal, and city legislation; analyzes bills and proposes amendments to bills with DEI implications for the agency.
- Assists in the development and coordination of the City's legislative affairs strategy, working directly with the OECR team and City Council. Monitors state and city regulatory activity affecting the City through an Equity lens.
- Manages the Office's legislative activities and lobbying efforts, including analyzing and reviewing pending legislation, priorities, and issues for their potential impact on the City through an Equity lens; as well as, recommending strategies and policy initiatives to the City Council, and articulating OECR's equity analysis.
- Logs and tracks all city, state, and federal bills referred to OECR for a written response and submits all approved responses to the appropriate referring agency.
- Reviews bill hearing schedule(s) and notifies attendees and senior management as needed.
- Establishes and maintains contact and interaction with legislators, legislative committees, elected officials, and various intergovernmental associations.
- Works with OECR leadership and other OECR divisions to formalize the Office's initiatives for delivering information to and receiving feedback from the community that will ultimately foster and sustain a reputation of accountability, integrity, and trustworthiness.
- Interacts with community stakeholders, as appropriate, to understand impacts to potential policies and/or bills.
- Assists in studies, programs or special projects related to regional and citywide initiatives.
- Performs related duties and responsibilities as required.

### **Knowledge and Skills**

- Excellent presentation and verbal and written communications skills.
- Computer Skills: Ability to utilize computer applications such as spreadsheet and word processing programs.
- Compile, analyze, interpret, and report research findings

- Learn, interpret, and apply pertinent federal, state and local laws and regulations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Possess project management skills.
- Ability to effectively communicate with the public and collaborate and partner with local jurisdictions and agencies.
- Ability to make effective oral presentations.
- Proven ability to build good, effective working relationships with staff at various levels of an organization.
- Ability to work independently with minimal supervision.
- Demonstrated ability to handle multiple projects and varying topics simultaneously.
- Proven ability to quickly learn and get up to speed on a variety of subject matters.
- Ability to handle sensitive situations with tact and diplomacy.
- Ability to communicate clearly and concisely, both orally and in writing.

### **Education and Experience**

A Bachelor's degree in political science, public policy, or related field such as Public Administration and preferred 4 years of experience or Master's degree in related fields and minimum 2 years legislative coordinator and liaison experience.

### **LICENSES, REGISTRATIONS AND CERTIFICATES**

Not Applicable.

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

**Financial Disclosure:** Under Sections 7-7, 7-8, and 7-9 of the Ethics Law outlines the City officials and employees who are required to file. Each year, the Ethics Board, in collaboration with City agencies and the Department of Human Resources, identifies required filers based on the Ethics Law's criteria.

### **These positions typically include:**

As a general matter, the following public servants must file financial disclosure statements:

- Officials and many non-clerical employees of City agencies and instrumentalities (§§ 7-7 and 7-8);

- *"Non-clerical" means any compensated public servant who is not employed solely in a secretarial, clerical, or custodial capacity.*
- Members of most City boards and commissions (§§ 7-7 and 7-8);?
- Individuals filling procurement, enforcement, and legislative liaison functions (§ 7-9);
- Individuals vacating any of these positions (§ 7-11).
- Individuals filling a vacancy in any of these positions (§ 7-12).
- Candidates for qualifying elected positions (§ 7-13).
- Designees of the Mayor and of the City Council President (§ 7-14).?

**To Apply: (Job open until filled)**

Interested candidates should submit a cover letter and resume, to Khadeja Farahmand, Chief of Staff via email to Khadeja.Farahmand@baltimorecity.gov. Please include "Equity Legislative Liaison" in the subject line.

**Baltimore City is an Equal Opportunity Employer**

**SELECTION PROCESS:**

**MINIMUM QUALIFICATIONS:**

**SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MUST BE FILED ONLINE AT:

7 E. Redwood Street  
16th Floor  
Baltimore, MD 21202  
410 396-3860  
711 (TTY)

[pat.williams@baltimorecity.gov](mailto:pat.williams@baltimorecity.gov)

Position #08037NCS  
EQUITY LEGISLATIVE LIAISON - OFFICE OF EQUITY & CIVIL  
RIGHTS  
JADE GLENN