



NOTICE OF JOB OPENING
CULTURE AND INCLUSION MANAGER

1 Opening
(External & Internal)

Opening Date: 9/15/2022

Closing Date: Until Filled

Classification: Grade 7, Exempt (\$78,966 Annually)

Summary of Job Duties and Responsibilities the Culture and Inclusion Manager will work across all departments within CAW and in partnership with various community organizations to create a workplace where diversity, equity, and inclusion become a part of everyday decisions and are imbedded in Utility operations. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

Knowledge, Skills, and Abilities:

Knowledge of the diversity, equity, and inclusiveness research base and best practices for organizations striving to become more diverse, equitable, and inclusive.

Knowledge of labor, including hiring and recruitment, laws and regulations, and civil rights legislation.

Knowledge of cultural values and norms of various communities, particularly of communities of color, LGBTQ+ and other minority communities.

Ability to be an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

Ability to engage and work with diverse staff and leadership to promote trust and collaboration.

Ability to challenge and influence peers to approach all work with an equity lens.

Ability to quickly establish credibility and to develop and manage productive relationships with internal and external stakeholders with strong interpersonal skills

Ability to manage multiple projects effectively and to move quickly from one to another.

Ability to remain solution-focused and respectful in all interactions with staff, vendors, customers, community organizations, and elected officials.

Ability to advocate for and address issues of diversity, equity, and inclusiveness.

Skilled in verbal and written communication skills, including specifically effective intercultural communication skills.

Skilled in leading groups or teams of 5 or more.

Skilled in time management with a proven ability to meet deadlines.

Skilled in managing change in large organizations.

Skilled in advocating for an implementing change within a multi-cultural environment.

Skilled in Microsoft Office Suite.

Minimum Qualifications

Bachelor's Degree in social work, organizational psychology, or related field.

or

Degree requirement may be waived for candidates whose work experience demonstrates a proficiency in many of the knowledge, skills, and abilities set forth above.

Five years of experience developing and implementing diversity, equity and inclusion solutions and programs in an organization

Preferred Qualifications

Master's Degree in a stated or related field.

Experience presenting at regional or national seminars, workshops, or conferences on relevant topics.

AIHR, eCornell, ESSEC, Catalyst, DiversityFIRST, or other recognized DEI Certification

Publication of relevant articles, studies, or commentary.

Certification in Type Indicator(s) such as Myers-Briggs, Birkman, Four Lenses, Enneagram, etc.

Fluent in Spanish.

Special Qualifications

Must pass a criminal background check

Must be high-performing, innovative, values-driven, informed, and passionate individual

Work Conditions

Works in heated and air-conditioned office and works outdoors in all types of weather. Works in confined spaces. May occasionally be exposed to insects, snakes, poison ivy, etc. when working outdoors.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

All forms, including resume, must be completed, and returned to Human Resources or emailed to Careers@carkw.com to be considered for the position

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, based on race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

www.carkw.com

We support diversity, equity, and inclusion in our workplace.

Diversity Outreach Survey

The purpose of this survey is to assist Central Arkansas Water in determining if we are adequately advertising job openings. This information is being collected by our diversity team. Completing this form is voluntary and your answers will not be viewed by the hiring staff.

Please do not write your name on this survey form.

Job Title: Culture and Inclusion Manager

1. How did you hear about this job opening?

Indeed

Central Arkansas Water - Website

AWWA, SWAWWA

Social Networks, please specify: _____

Other, please specify: _____

2. Please place a checkmark by the answer that best describes your race or ethnic group (per U.S. Census Classification).

Asian

American Indian or Alaska Native

Black, African American

Hispanic, Latino or Spanish

White

Other, please specify: _____

3. What is your gender? _____ Male _____ Female

Thank you for completing this survey.

Check here and return if you do not wish to participate in this survey.

This survey is NOT a part of your official application for employment. It will not be used for interview purposes or in any hiring decision. The information will be filed separately from your application for employment.



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP

BUSINESS PHONE _____

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Have you previously been interviewed for a position with Central Arkansas Water? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying with or without an accommodation?

Yes No If no, please provide an explanation: _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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Central Arkansas Water embraces a diverse and inclusive environment. As an Equal Opportunity Employer, all applicants who meet the stated qualifications will be considered for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. CAW is also committed to compliance with all fair employment practices.  
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• I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: _____

Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1251 * LITTLE ROCK, AR 72202

EMPLOYEE BENEFITS INFORMATION (Full Time Employees Only)



Compensation

- Competitive Compensation
- Generous Paid-Time off, Paid Holidays, Discretionary Time, Overtime for non-exempt staff
- Pension Plan (APERS)
- Deferred Compensation Plan
- Saving Plan
- Utility-Paid Life Insurance
- Short-Term Disability and Additional Life Insurance Coverage options
- Utility-Paid Long-Term Disability
- Accident, Critical Illness, Hospital Stay Pay and Identity Theft coverage options
- Credit union membership
- Uniforms provided (as required by position)
- Annual Work Boot Allowance (as required by position)
- Public Student Loan Forgiveness Eligible Employer
- Generous Retiree Benefits
- Performance Evaluation six months after hire and after twelve months. Each evaluation has the opportunity for a merit increase. Annual evaluations thereafter with the opportunity for merit increase.
- Annual Pay Plan increase (as approved by CAW's Board of Commissioners)



Health & Wellbeing

- Utility-subsidized individual and family health care coverage options with Rx Plan
 - PPO – 96% employee premium paid by Utility
 - HDHP- 100% employee premium paid by Utility
- HAS – Utility funded based on HDHP coverage option
- FSA
 - Medical
 - Dependent Care
- Dental – 100% employee premium paid
- Vision
- EAP – Utility-paid
- Remote Work (position eligibility applies)
- Paid Family Bereavement Leave, Emergency Leave, Military Leave, COVID vaccine time, Blood donation, Jury Duty
- Utility Paid Rehabilitation for Drug or Alcohol Abuse
- Special Interest Employee Committees
- Various Employee Recognition Programs
- Compressed Work Schedule (available for most positions)
- HIVIP (High-Performing, Innovative, Values-Driven, Informs and Passionate) culture
- Safety Program



Professional Development

- 100% Tuition Reimbursement
- Utility support for industry licenses
- Utility-paid professional memberships
- In-house training and development program CAWU
- Employee Perks and Discounts (automotive, banking, cellular, dining, education, fitness, home improvement, office supply and misc.)
- Financial Planning
- Internal Promotion Opportunities
- Employee-led, Executive sponsored, Diversity, Equity and Inclusion Team and Initiatives



Community

CAW takes our commitment to be involved seriously. Our team members can always be found in a neighborhood, at a community event, fundraiser or educational initiative promoting quality of life, exceptional service and science, technology, engineering, and mathematics (STEM) education.