

COMMITTEE ON HOUSE ADMINISTRATION

COMMITTEE RESOLUTION 116-21

A Resolution to Adopt Hiring Regulations for the Office of Diversity and Inclusion

Be it resolved, that the Committee on House Administration (“the Committee”), pursuant to House Resolution 693, 116th Congress, and House Resolution 6, section 104(d)(6), 116th Congress, hereby issues the following regulations for the Office of Diversity and Inclusion (“the Office”). These regulations may be amended, with the concurrence of the Committee, as necessary.

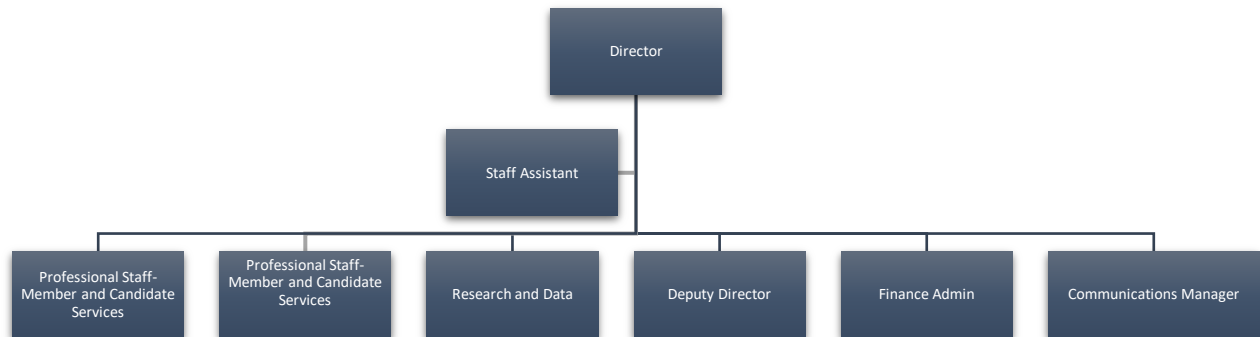
Section 1: Staff:

The maximum number of staff authorized for the Office is seven (7) full-time employees and one (1) part-time employee, including the Director of the Office, as provided for in House Resolution 6, section 104(d), 116th Congress. Additional positions may be established, as necessary, subject to the approval of the Committee.

There shall be a Deputy Director who will be appointed by the Director upon the recommendation of the Minority Leader of the House of Representatives (“House”) and the Ranking Member of the Committee. The Deputy Director may be removed for cause, by the Director upon the recommendation of the Minority Leader of the House and the Ranking Member of the Committee.

The Director shall consult with the Deputy Director prior to the appointment of the Member and Candidate Services professional staff.

Section 2: Organizational Chart:



Section 3: Position Descriptions and Duties:

Employee position descriptions and duties shall be consistent with the Office's Operational Plan, submitted to the Committee on May 8, 2020, pursuant to House Resolution 6, Sec. 104(d)(3), 116th Congress, in addition to the following:

The Communications Manager will be responsible for helping the Office interface with internal and external audiences. This individual will develop and drive communications and outreach efforts targeting House employing offices, ensuring that they are aware of the ways in which the Office can support diversity objectives. This individual will also help to communicate the diversity "business case," and support writing and creative needs for the Office. Successful candidate must be results-driven and proactive in the application of innovative and creative approaches to drive engagement with House employing offices.

Key Responsibilities:

- Responsible for the development/production of content across multiple platforms including videos, infographics, and other creative executions for House employing offices, events, trainings, and research products.
- Manage social media platforms. Activity includes drafting and scheduling content, monitoring for mentions, identifying opportunities for engagement, updating follower lists, and keeping up with social media trends.
- Repurpose existing content and find opportunities for new content.
- Support the House diversity and inclusion program with writing and implementation as needed.
- Perform other duties and projects as assigned.

Qualifications:

- Bachelor's degree or equivalent experience in Digital Communications, Publishing, or Content Production.
- Have a strong knowledge of social media and content trends, and emerging technologies and platforms. Have a working knowledge of digital and social media metrics.
- The ideal candidate will have a background in video production and editing and have a strong focus on storytelling.
- Experience with social media community management required.
- Excellent writing skills required.
- Design knowledge strongly preferred.
- Extensive experience handling multiple projects from ideation to final delivery.
- Knowledge and experience with Adobe Creative Cloud apps including Premiere Pro, Photoshop, Illustrator, Media Encoder, and After Effects.

Section 4: Interns:

The Office is authorized to hire interns as part of a demonstrated educational plan. Terms of Office internships shall be consistent with all relevant rules, regulations, and laws governing the use of interns in the House.

Section 5: Salary and Benefits:

Pursuant to House Resolution 693, 116th Congress, the pay shall be fixed by the Director with the approval of the Committee. Employees are subject to pay and compensation policies pursuant to the House Employees Position Classification Act (2 U.S.C. §§ 291 *et seq.*). The Director may determine additional benefits provided by the Office to its employees, subject to the approval of the Committee.

Section 6: Monthly Reporting:

In a manner established by the Chairperson of the Committee, in consultation with the Ranking Member, the Office shall submit a monthly financial report to the Committee on the Office's salaries and expenses and additional information as determined by the Committee.

Section 7: Evaluation and Review:

Not later than 180 days from the adoption of this resolution and in a manner established by the Chairperson of the Committee, in consultation with the Ranking Member, the Director shall submit to the Committee an evaluation and review of the Office's operations and employees.

Adopted May 29, 2020