



Office of the City Manager

CONSENT CALENDAR

October 11, 2022

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Donald Ellison, Interim Director of Human Resources

Subject: Classification and Salary: Establishing the Diversity, Equity, and Inclusion Officer Classification and Salary Range

RECOMMENDATION

Adopt a Resolution to expand the Diversity, Equity, and Inclusion Officer classification with a monthly stepped salary range of \$11,497.20 - \$15,107.73 effective October 7, 2022.

FISCAL IMPACTS OF RECOMMENDATION

None. The Fiscal Year 2023-2024 Adopted Biennial Budget includes funding for this position.

CURRENT SITUATION AND ITS EFFECTS

On June 9, 2020, Councilmember Kesarwani and co-sponsors Councilmembers Wengraf, Droste, and Bartlett, submitted an urgency item requesting consideration in the budget process of an \$150,000 one-time allocation to establish an Office of Racial Equity. The request described the Office as consisting of a Racial Equity Officer and a supporting specialist. However, the continuation of the COVID-19 pandemic throughout 2020 and 2021, and the associated dampening effects on the economy led to some new initiatives being deferred, including the creation of an Office of Racial Equity. While the item was considered during the November 2020 Annual Appropriations Ordinance, it was not funded at that time.

A number of jurisdictions have created some form of Office of Racial Equity or Officer. These classifications have reported to the City/County Manager's Office to underscore the importance of the work and to centralize and manage the often cross-departmental/cross-sector work more effectively and collaboratively.

The creation of this single-position executive management classification will coordinate activities with City departments and outside agencies and provide support to the City Manager and City Council. This will be the anchor position within the newly created Diversity, Equity and Inclusion Division within the City Manager's Office and will be an

internal alignment with Assistant to the City Manager. Additionally, an Office Specialist II will also support this Division after it is established.

Therefore, staff recommends that the Personnel Board establish the Diversity, Equity and Inclusion Officer classification to enable the City Manager’s Office to function more efficiently and provide adequate services to the community.

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation based on similar public agencies within the area with similar job classifications. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. To align with the Assistant to the City Manager classification, staff is recommending a monthly salary range of \$11,497.20-\$15,107.73.

Diversity, Equity, and Inclusion Officer	Salary (Monthly)
Classification Step 1	\$11,497.20
Classification Step 5	\$15,107.73

BACKGROUND

The Personnel Board discussed and voted unanimously to send this classification to the City Council for approval at its September 6, 2022 meeting. (Vote: Ayes: Dixon, Gilbert, Karpinski, Lacey, Wenk, Noes: None Abstains: None).

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Donald E. Ellison, Human Resources, Human Resources, (510) 981-6807.

Attachments:

1. Resolution
Exhibit A: Classification Specification

RESOLUTION NO. -N.S.

CLASSIFICATION: DIVERSITY, EQUITY, AND INCLUSION OFFICER

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Human Resources Department has completed a classification review and recommended establishing the Diversity, Equity, and Inclusion Officer classification in the City Manager's Office;

WHEREAS, this classification will ensure the City continues to accomplish its social and equity goals and initiatives in a timely and effective manner.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Classification for Diversity, Equity, and Inclusion Officer is established, with a salary range and classification specification as shown on Exhibit A, effective September 7, 2022.

Exhibit A: Diversity, Equity, and Inclusion Officer Classification Specification

DIVERSITY, EQUITY AND INCLUSION OFFICER

DEFINITION:

Under direction, to plan organize, direct and review the activities and operations of the Diversity, Equity and Inclusion Division within the City Manager's Office; to coordinate activities with City departments and outside agencies; and to provide highly responsible and complex support to the City Manager and City Council.

CLASS CHARACTERISTICS:

This is a single-position executive management classification. The Diversity, Equity and Inclusion Officer's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Diversity, Equity and Inclusion Division.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Develop, plan and implement division goals and objectives; recommend and administer policies and procedures;
2. Coordinate division activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence;
3. Direct, oversee and participate in the development of the division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures;
4. Supervise and participate in the development and administration of the division budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments;
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division;
6. Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary;
7. Prepare and make presentations to City officials, community members and others as required;
8. Provide vision and leadership to effectively integrate inclusion into the organization, working closely with City and community leadership and diversity point people to shape and implement plans and strategies aligned with City goals and create a welcoming environment for all;
9. Facilitate and coordinate strategic planning and prioritization in the areas of diversity and inclusion; conduct periodic climate surveys; and work collaboratively to develop and

- implement strategies and initiatives that advance a climate of diversity and inclusion and support the City's mission, vision and goals;
10. Collaborate with senior management to integrate diversity best practices into City workplace practices, including business practices and programming;
 11. Engage appropriate stakeholders to develop, implement, operationalize and measure the City's strategic diversity and inclusion plan, vision and related goals;
 12. Collaborate with Human Resources to develop strategic hiring and retention efforts to attract and retain a highly talented, diverse workforce;
 13. Propose citywide policy and administrative changes that impact equity in city government and the delivery of services to the community;
 14. Coordinate a wide variety of diversity programming at the City and community level addressing all dimensions of diversity and inclusion;
 15. Create and implement communication strategies and content management for training, web resources, social media and print materials to support diversity inclusion and related initiatives;
 16. Provide leadership and oversight of programs and activities that promote workplace diversity; serve as an expert advisor on matters of equity and disparities; assist as needed on special assignments and projects involving City-wide equity issues;
 17. Serve as a spokesperson for the City on matters related to diversity and inclusion;
 18. Participate on committees, boards, task forces, and in community activities as assigned; attend meetings, conferences, and workshops as assigned;
 19. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service;
 20. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Cultural awareness and methods to build trust, credibility and navigate a complex landscape as it relates to diversity and inclusion;
2. Social, political and environmental issues influencing equity program development and implementation;
3. Effective institutional change management principles and practices;
4. Best practices for building diversity and inclusion;
5. Methods for developing and implementing recruitment and retention strategies focused on building a diverse workforce;
6. Principles and practices of leadership, motivation, team building and conflict resolution;
7. Pertinent local, State and Federal laws, rules and regulations;
8. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;

9. Principles and practices of organization, administration and personnel management;
10. Principles and practices of budget preparation and administration;
11. Principles of supervision, training and performance evaluation;
12. Investigative principles, methods, and practices;
13. Public relations practices and techniques; public speaking;
14. Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

1. Plan, direct and control the administration and operations of the Diversity, Equity and Inclusion Division;
2. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations with broad effects on City policies and issues;
3. Develop and implement division policies;
4. Gain cooperation through discussion and collaboration;
5. Successfully develop, control and administer division budget and expenditures;
6. Interpret and apply City policies, procedures, rules and regulations;
7. Supervise, train and evaluate assigned staff;
8. Meet critical deadlines; make decisions under pressure;
9. Prepare and give effective public presentations;
10. Prepare and present complex narrative and statistical reports, correspondence, and other documents;
11. Communicate clearly and concisely, both orally and in writing;
12. Operate and use modern office equipment including computers and applicable software;
13. Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in sociology, education, public administration, ethnic studies, community, or a related field and five years of experience administering community, educational or social justice programs.

OTHER REQUIREMENTS:

Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.