



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 21, 2022

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR THE DIVERSITY, EQUITY, AND INCLUSION OFFICER.

## **ISSUE:**

Approve a revision to the Master Fringe Benefits and Salary Plan for the creation of the classification and salary range for the Diversity, Equity, and Inclusion (DEI) Officer.

## **RECOMMENDATION:**

That the City Council

1. Approve the creation of the classification and salary range for the Diversity, Equity, and Inclusion Officer;
2. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the creation of the classification and salary range for the Diversity, Equity, and Inclusion Officer.

## **BACKGROUND:**

Diversity, Equity, and Inclusion (DEI) have long been topics of importance to the City of Riverside. This was reinforced by the City Council at its meeting on June 30, 2020, when it adopted a Resolution titled "Racism is a public health crisis" and in October 2020, when the City Council approved a Riverside Anti-Racism Vision. In addition, the City Council approved the Envision Riverside 2025 Strategic Plan on September 15, 2020, with a cross cutting thread of Equity which emphasizes support of racial, ethnic, religious, sexual orientation, identity, and other attributes of diversity, and its commitment to advancing the fairness of treatment, recognition of rights, and equitable distribution of services in the community. Following the Council's policy direction, a cross-cutting team of City staff has been meeting regularly to discuss policy directives related to DEI with the City Manager's Office and Office of Sustainability serving as the lead. In addition, in November/December 2021, the City staff team, in coordination with an external training vendor, launched and implemented a mandatory cultural sensitivity training, microaggression training, and unconscious bias training for all city staff and successfully attained a 94% compliance rate.

On June 22, 2021, the City Council approved the Professional Consultant Services Agreement between the City and MGT of America Consulting (MGT) to provide Diversity, Equity, and Inclusion consulting services. As part of the agreement, under phase I, the Consultant was tasked with conducting an analysis on the creation of a new classification of DEI Officer for the City that would focus on both City staff and community initiatives, define roles and responsibilities, appropriate placement under a City department, and a salary recommendation based on comparable classification in other governmental agencies.

On December 1, 2020, the City Council approved and authorized the consolidation of existing vacant positions to establish a new DEI Officer position and subsequently at the December 7, 2021 City Council meeting, this staff report was first presented to the City Council and direction was received to fold this into the Spring 2022 two-year budget discussion. The position was included in the City Council budget workshop on April 18, 2022. At the May 3, 2021 City Council meeting, the City Council voted to include this position in the upcoming two-year budget. The budget will be presented for City Council consideration and approval on June 21, 2022.

### **DISCUSSION:**

The Human Resources Department began working with MGT, in August 2021, who conducted a classification and compensation study for the new DEI classification. The new position will be assigned to the City Manager's Office as it will be expected to have a broad DEI focus and responsibility agency-wide by working with all City departments and employees and external community groups, agencies, and stakeholders.

The DEI Officer will be responsible for planning, directing, and overseeing all aspects of the City's diversity programs for staff and the community. The incumbent will lead the efforts to further advance the City's commitment to diversity, equity, and inclusion by developing and implementing strategic plans, initiatives, and frameworks related to DEI. This position will play a critical role in establishing and maintaining active partnerships with external community groups, agencies, and other stakeholders across the City to ensure that diversity, equity, and inclusion are embedded in operations, practices, and processes. Another critical responsibility is the oversight of legal compliance with applicable federal/state laws, policies and procedures, and the facilitation of discrimination complaints related to these laws (e.g. Americans with Disabilities Act, Equal Opportunity, Title VII, etc.). Upon approval of this new classification, the Human Resources Department will begin the recruitment process which may take several months to complete.

MGT conducted a market analysis of comparable classifications and salaries utilizing the City's approved market basket. A comparison with existing internal classifications was also conducted to ensure proper placement of the salary range. It is recommended that the salary be aligned with the Deputy Human Resources Director salary for internal parity with a maximum salary placement of \$144,852. The market salary survey is illustrated on the attached salary survey (Exhibit B).

The proposed classification and salary range is illustrated below:

| Job Code | Classification Title and Bargaining Unit                       | Proposed Monthly Salary Range  |
|----------|----------------------------------------------------------------|--------------------------------|
| 9675     | Diversity, Equity and Inclusion Officer (BU 07-Sr. Management) | NCLP/A73B<br>\$9452 - \$12,071 |

### **STRATEGIC PLAN ALIGNMENT:**

The creation of a Diversity, Equity and Inclusion Officer classification supports **Strategic Priority 5 – High Performing Government** and **goal 5.5**: Foster a culture of safety, well-being, resilience and sustainability across the City organization.

It also aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The DEI Officer will help build community trust by evaluating, updating, developing and implementing practices and policies that foster equitable access to services and programs, as well as, providing all community members a strong sense of inclusion. The position will work in partnership with departments to develop educational opportunities for City staff and residents to advance city-wide initiatives with the goal of eliminating disparities. Promoting diversity throughout the City organization creates more opportunities for a city to better connect with its community. With that foundation, the City can better engage with its multiracial and multicultural populations.
2. **Equity** – The DEI Officer will evaluate and recommend appropriate resources and efforts to integrate equity into services, engagement, policies and practices to promote equitable and fair treatment of all individuals, including employees, community members, stakeholders and partners.
3. **Fiscal Responsibility** – The DEI Officer is one way to ensure the City agency transforms into a work culture where all employees and customers are protected, feel safe, given an equal chance, and are treated with dignity and respect. Further, data from a wide array of reports show diversity is good for an institutions bottom line including the likelihood of outperformance,
4. **Innovation** – This DEI Officer will use data and analytical tools to give everyone a better understanding of the dynamics of opportunity within the City. The position will identify and introduce innovative and creative initiatives and solutions related to DEI to foster, improve and encourage diversity, equity and inclusion throughout the organization and the community with the goal of eliminating disparities.
5. **Sustainability & Resiliency** – The DEI Officer can play a significant role in creating operational resiliency as research has found that more diverse groups make better decisions. Organizations with more diverse employees find it easier to hire and retain talent and business performance can be improved.

**FISCAL IMPACT:**

The total fiscal impact, including salary and benefits, of the proposed new classification of Diversity, Equity and Inclusion Officer for Fiscal year 2022-2023 budget is \$191,293 and Fiscal year 2023-2024 is \$198,636 under fund account 1180000-411100.

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|------------------------|---------------------------------------------------------------|
| Prepared by:           | Rene Goldman, Human Resources Director                        |
| Certified as to        |                                                               |
| Availability of funds: | Edward Enriquez, Interim Assistant City Manager/CFO/Treasurer |
| Approved by:           | Rafael Guzman, Assistant City Manager                         |
| Approved as to form:   | Phaedra A. Norton, City Attorney                              |

**Attachments:**

1. Resolution Amending the Fringe Benefits and Salary Plan
  - a. Exhibit A – Job Code Table
2. MGT Supporting Documentation
  - a. Exhibit B –Diversity, Equity and Inclusion Officer Salary Survey Data