



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 7, 2021

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR  
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; and
3. With five affirmative votes, authorize an interdepartmental transfer of \$47,164.35, from the City Manager's Office to the Human Resources Department for 50% of the salary and benefit cost of the new 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 they 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 Envision Riverside 2025 Strategic Plan on October 20, 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 in advancing the fairness of treatment, recognition of rights, and equitable distribution of services in the community. Following this policy direction from

the City Council, a cross-cutting team of City staff has been meeting regularly throughout the past year to discuss policy directives related to DEI with the Office of Sustainability in the City Manager's Office serving as the lead. In addition, the entire City staff team is in the midst of receiving mandatory training on cultural sensitivity, microaggression and unconscious bias.

On December 1, 2020, the City Council approved and authorized the consolidation of two existing vacant positions in the Human Resources department and the City Manager's Office to establish a new DEI Officer position with the intent of recruiting for the position no later than the first half of FY 2021/22. The result of the creation of the DEI position, will be a reduction of 1 FTEs in the City Manager's Office and a net zero change in FTEs in the Human Resources Department. On June 22, 2021, the City Council approved the Professional Consultant Services Agreement between the City and MGT of America Consulting 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 Diversity 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.

## **DISCUSSION:**

The Human Resources Department began working with MGT in August 2021 to conduct a classification and compensation study for the new DEI classification. The new position is recommended to be assigned to the Human Resources Department and also work closely with the City Manager's Office. The position will be expected to have a broad DEI focus and responsibility agency-wide by working with all City departments and employees, 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 diversity, equity and inclusion are embedded in operations, practices and processes. Another critical responsibility is the oversight of the legal compliance with applicable federal/state laws, policies, and procedures and facilitation of discrimination complaints related to these laws (e.g. Americans with Disabilities Act, Equal Opportunity, Title VII, etc.)

MGT conducted a market analysis for this position 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 to 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 \$9,452 - \$12,071

### **STRATEGIC PLAN ALIGNMENT:**

The creation of a Diversity, Equity and Inclusion Officer classification aligns closely with the priorities and goals of the Envision Riverside 2025 Strategic Plan and will help to achieve the “High Performing Government” strategic priority Goal 5.5: “Foster a culture of safety, well-being, resilience and sustainability across the City organization.”

This position also aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – The 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 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 Officer will help to ensure the City 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 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** – This 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 of this action for Fiscal Year 2021/22 is estimated to be \$94,328.70. The current year cost of the position will be funded through the repurposing of two vacant positions: one from the Human Resources department and one from the City Manager's Office. Upon Council approval, an interfund transfer of \$47,164.35, will be recorded from the General Fund, City Manager's Office-Administration, Salaries account number 1100000-411100 to General Fund, Human Resources-Administration, Salaries account number 2100000-4111000. The remaining 50% of the cost of the new position is budgeted and available in General Fund, Human Resources-Administration, Salaries expenditure account 2100000-411100. Funds from salary savings will be utilized to fund the position for the remained of the current fiscal year.

With the addition of the DEI Officer, the total FTE count in the City Manager's Office will be reduced by one and the Human Resource Department will have a net zero change.

The full fiscal year cost of the position is estimated to be \$188,657.40. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to	
Availability of funds:	Edward Enriquez, Chief Financial Officer/City 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