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City of Riverside, CA

Diversity Officer Recommendations
and Supporting Documentation

November 4, 2021

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Ms. Miriana Gonzalez
Deputy Human Resources Director
City of Riverside
3900 Main St.
Riverside, CA 92522

Dear Ms. Gonzalez,

Thank you for the opportunity for MGT Consulting Group to work with you to assist with the job description and salary research for a Diversity Director. Based on our research we identified a salary range that is in line with the City's job classification of a Deputy Human Resources Director with the salary range of \$113,424 to 144,852.

Our research included investigating equivalent positions within the City Council Approved Labor Market Basket. We found that none of the agencies have a diversity officer in their organization except for the City of Long Beach who is currently creating that position. The City of San Bernardino has a position posted for a Diversity, Equity, and Inclusion Officer with a salary range of \$101,028 to \$122,808.¹

MGT relied on a CompAnalyst® using Salary.com to identify market salary rates in the United States, California, and Riverside. Salary.com CompAnalyst® data are aggregated from market surveys they conduct. MGT supports the City's position to establish a salary that aligns with the FY22 budget.

Should you have any questions please contact me at (704) 330-9429 or vmitchell@mgtconsulting.com.

Respectfully,



Vernetta Mitchell
Director

Attachments

1. CompAnalyst® U.S., California, and Riverside

¹ <https://www.cpsr.us/recruitment/1835>

Labor Market City	Diversity Officer/ Manager (Y/N)	Human Resource Contact
Anaheim	N	(714) 765-5111
Burbank	N	(818) 238-5851
Corona	N	(951) 736-2209
Costa Mesa	N	(714) 754-5350
Escondido	N	(760) 839-4643
Fullerton	N	(714) 738-6300
Glendale	N	(818) 548-2110
Huntington	N	(304) 696-5540
Long Beach	Y - Equity Officer	(562) 570-6101
Murrieta	N	(951) 304-2489
Oceanside	N	(760) 435-3500
Ontario	N	(909) 395-2442
Pasadena	N	(626) 744-4366
Redlands	N	(909) 798-7540
Additional Utility Labor Market Agencies	Diversity Officer/ Manager (Y/N)	Human Resource Contact
Eastern Municipal Water District	N	(951) 928-3777
Inland Empire Utilities Agency	N	(909) 993-1600
Irvine Ranch Water District	N	(949) 453-5300
Los Angeles Department of Water and Power	N	(800) 499-8840
Western Municipal Water District	N	(951) 789-5109
Other Local Cities	Diversity Officer/ Manager (Y/N)	Human Resource Contact
City of San Bernardino	Y - Diversity, Equity, and Inclusion Officer Salary Range: \$101,028 - \$122,808	(909) 384-5161

Diversity Director (HR09200436)

Directs the administration of programs that promote employee and vendor diversity. Oversees the design of procedures to ensure compliance with internal policies and external diversity regulations. Develops initiatives to foster knowledge and adoption of diversity and inclusion topics and best practices, and develops strategies to attract, develop, and retain members of underrepresented groups. Researches, analyzes, and presents trends in the field of diversity, serving as an expert to develop new initiatives and stay abreast of competitors. Uses statistics, metrics, and reports to assess the progress and effectiveness of diversity initiatives. May be responsible for developing diversity training programs. Requires a bachelor's degree or equivalent. Typically reports to senior management.

M04-Director / Sr. Director : Manages a departmental sub-function within a broader departmental function.

Creates functional strategies and specific objectives for the sub-function and develops

budgets/policies/procedures to support the functional infrastructure. Typically requires 5+ years of managerial experience. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function.

Competencies/Skills

Data Analysis | EEO Program Administration | Employee Communications | HR Regulatory Environment & Compliance | Investigations | Regulatory Reporting | Training Program Development | Organizational Policy Development | Compliance Monitoring | Diversity Program Administration | Human Resource Management Systems (HRMS)

Managerial Responsibilities

Staffing | Pay Decisions | Training- Knowledge | Evaluation | Supervision | Budget | Process- Policies (Partial)

FLSA Status	Typically Exempt	Directors	Level
Reports To	Senior Management	Bachelor's	Education
Job Focus	Job Function	Human Resources	Job Family
EEO/Diversity & Inclusion Programs	Compliance/Regulatory		
Alternate Job Titles	Director of Diversity/EEO Director Diversity Equity & Inclusion Director DEI Director Equal Employment Opportunity/Diversity Director		

All United States Government 1,000 - 3,000 FTEs													
Effective Date: 1 Nov 2021	Currency Code	25th	50th	75th	Avg	25th	50th	75th	Avg	25th	50th	75th	MAX
USD		159.7	186.5	208.7	191.5	175.2	215.8	256.6	222.9	143.8	190.5	237.8	
Base (000s)					TCC (000s)				Salary Structure (000s)				
California (State) Government 1,000 - 3,000 FTEs													
Effective Date: 1 Nov 2021	Currency Code	25th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	
USD		178.0	207.9	232.6	213.5	195.2	240.6	286.0	248.4	143.8	190.5	237.8	
Base (000s)					TCC (000s)				Salary Structure (000s)				

Riverside,CA (Metro) Government 1,000 - 3,000 FTEs											
Effective Date: 1 Nov 2021	Base (000s)				TCC (000s)				Salary Structure (000s)		
Currency Code	25th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX
USD	171.8	200.5	224.4	205.9	188.3	232.1	276.0	239.7	143.8	190.5	237.8

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Nov 2021 | Aging Factor: 0.0% | 0.0% Adjustment

Legend:
 Displayed as general business information only; not legal advice.
 Note: All orgs/incs are at least the number specified.



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