



COUNTY OF RIVERSIDE

Diversity, Equity, and Inclusion Officer





— THE COUNTY OF RIVERSIDE —

With rivers, mountain peaks, deserts and fertile valleys, Riverside County offers diversity that few locations can match. More than two million people live in Riverside County, taking advantage of a high quality of life, affordable housing, and a multi-faceted environment of rolling hills, lakes, rivers, deserts, and forests. It has been one of the nation's fastest-growing counties for several decades. California's fourth largest county by population is expanding its economy, working to make Riverside County as business friendly as possible and using health and recreation strategies to make the County a healthier place for residents. Each year, millions visit the County to take advantage of the glorious desert winter, the world class, award-winning wine country near Temecula, the Palm Springs International Film Festival, the Coachella, and Stagecoach mega concerts, Festival of Lights, the Paribas Open at the Indian Wells Tennis Center and the Humana Challenge, the golf tournament formerly known as the Bob Hope Classic. All those, combined with a rich cultural heritage and frontier history, make Riverside County a great place to live, work, or visit. The County's housing market continues to be among the most affordable in Southern California. Higher education institutions are abundant throughout the area, providing continuous educational opportunities for professional development.



— GOVERNANCE —

Guided by a strategic vision created to provide and enhance needed services into 2030 and beyond, the County has a proactive view to the future. County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. The County's core business includes law enforcement, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. The County of Riverside has more than 21,000 employees across over 40 departments and agencies. The 2021-2022 budget is \$6,796,564,463.

To learn more about the County of Riverside, go to <http://www.countyofriverside.us/>

— THE POSITION —

The Diversity, Equity, and Inclusion Officer establishes, supports, leads, and manages efforts to identify and eliminate structural and systemic bias in those areas where the County has control or influence (e.g., County employment, provision of County services, and contracting); develops and incorporates equity initiatives with the mission to embed equity, diversity and inclusion principles, policies, and processes within all areas of the County of Riverside and performs other related duties as required.

The Diversity, Equity, and Inclusion Officer is a single position classification at the director level and reports to the CEO's office implementing strategies and procedures to advance organizational change, foster a positive and inclusive work environment for everyone, and ensure that diversity, equity, and inclusion considerations are incorporated into the decision-making processes.

Examples of Essential Duties

- Work closely with a steering committee to develop effective DEI strategies and create positive outcomes.
- Provide organization-wide guidance to a broad variety of partners and stakeholders in the formulation and delivery of diversity, equity, and inclusion policies and programs designed to address inequities.
- Serve as the internal consultant to department leadership on a broad scope of initiatives intended to advance diversity, equity, and inclusion.
- Facilitate the development, implementation, and evaluation of County Equity Action Plans.
- Develop, coordinate, facilitate, and increase training and development opportunities pertinent to the promotion of diversity, equity, and inclusion.
- Engage various community groups to listen to suggestions intended to promote and advance diversity, equity, and inclusion.
- Facilitate and/or chair group meetings using varied techniques, including issue clarification, idea generation, dispute resolution, and/or consensus building.
- Perform a broad scope of organizational studies related to diversity, equity, and inclusion which requires the collection and analysis of data and the formulation of recommendations.
- Work with civil rights representatives to operationalize an equity lens into County-wide department policy, programs, and budget decisions to advance and support equitable service delivery to the community.
- Compose professional reports and correspondence related to a broad variety of diversity, equity, and inclusion matters.
- Make formal and informal presentations to a broad scope of audiences.

— THE IDEAL CANDIDATE —

The ideal candidate will be an innovative and collaborative leader, who is able to create and cultivate a culture of success and achievement. The successful candidate will be a change agent for the organization, introducing ideas and strategies to utilize a changing workforce and workplace more effectively, to provide better services for current and future challenges. Excellent communication and interpersonal skills are necessary to build strong business relationships with staff, leadership, and business partners at all levels. This is an excellent opportunity for an employee-centric professional who can navigate sensitive topics, has strong coordination and organizational skills, and has a passion for assisting and improving a culture of fairness and trust to better meet the mission and vision of the County; and foster an atmosphere that speaks to developing relationships with employees and management.

Key Attributes and Characteristics

- Skill in building sustained and productive internal relationships across a wide range of agency functions.
- Skill in designing, leading, and facilitating discussions around sensitive topics, particularly related to race (and other protected classes), power, and privilege.
- Skill in consensus building, fostering informed debate and interaction, and effective decision making.

- Knowledge/application of employment laws, principles and practices, and regulations in both union and non-union environments is desirable.
- The ability to assess criteria and develop programs; and create data to measure and monitor the outcomes and success of new initiatives.
- A leader who establishes confidence and builds trust based on respectful and collegial communication and collaboration.

— QUALIFICATIONS —

- Graduation from an accredited college or university with a bachelor's degree, preferably with major course work in public policy, sociology, education, ethnic studies, public relations, social work, public health, public administration, or a closely related field of study. (Additional qualifying supervisory or managerial experience may substitute for the required education based on one year of full-time experience equaling 30 semester units or 45 quarter units.)
- Five years of recent, paid, management-level experience analyzing and making recommendations for the solution to problems related to diversity and inclusion, equal employment opportunity, organizational development, or human resources management.
- (Possession of a master's degree in social work, public health, organizational development, human resources, or a closely related field may substitute for up to two years of the required experience.)
- Knowledge of: Principles, practices, trends, and research methodologies related to diversity, equity, and inclusion; racial and social justice issues, including issues affecting public works operations people of diverse racial, ethnic, cultural, and socioeconomic backgrounds; project management and organizational structures; principles and practices of policy development and implementation, organizational learning and development, and program evaluation.
- Bilingual: Fluent in Spanish is highly desired but not required.



— SALARY AND BENEFITS —

The salary range for this position is \$107,642.70 - \$163,521.28 depending on qualifications and experience.

An excellent benefits package includes:

- **MEDICAL/DENTAL INSURANCE:** A Flexible Benefit Credit is provided on a monthly basis as governed by the Management Resolution or applicable bargaining unit. Vision coverage is provided through Vision Service Plan (VSP) at no cost to employee or eligible dependents.
- **RETIREMENT:** County of Riverside has three retirement Tiers through the California Public Employees' Retirement System (CalPERS).

Tier I (Classic Member – Formula 3% @ 60): Applicable to current and former County of Riverside local miscellaneous employees hired prior to 08/24/2012 and did not withdraw CalPERS contributions. The employee contribution is eight (8%) percent.

Tier II (Classic Member – Formula 2% @ 60): Applicable to local miscellaneous employees 1) hired after 08/23/2012 through 12/31/2012; 2) Previously employed with another CalPERS contracting public agency or a reciprocal retirement system, with a break in service of less than six months between the separation date with the previous employer and the appointment date with the County of Riverside. The employee contribution is seven (7%) percent.

Tier III (PEPRA New Member - Formula 2% @ 62): Applicable to CalPERS local miscellaneous new members hired on or after the implementation of the Public Employees' Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013. As of July 1, 2020, the employee contribution is 7.25% and subject to change annually.

A new member is defined as any of the following:

1. A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California Public Retirement System.
2. A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who was a member with another California Public Retirement System prior to that date, but who is not subject to reciprocity upon joining CalPERS.
3. A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS agency after a break in service of greater than six (6) months. CalPERS refers to all members that do not fit within the definition of a new member as "classic members".

Contribution rates are subject to change based on the County of Riverside annual actuarial valuation.

- **DEFERRED COMPENSATION:** Voluntary employee contribution with a choice between two 457 deferred compensation plan options.
- **401(a) MONEY PURCHASE PLAN:** County contribution of \$50 per pay period towards choice between two 401(a) plan providers.
- **ANNUAL LEAVE** (Bi-Weekly Accrual):
 - 0 < 36 months = 8.92 Hours
 - 36 to <108 months = 10.46 Hours
 - 108 or more months = 12.00 Hours

Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.

ANNUAL LEAVE for Unrepresented Management Attorneys: Effective July 12, 2012, the specific affected Unrepresented Management Attorney classifications as stated in Article 22 of the Management Resolution will receive an additional 4 hours per pay period to their Annual Leave accrual. This additional leave accrual will expire at the end of the last pay period in June 2014. In addition, the maximum accrual for Annual Leave (or vacation) will be raised by 200 hours for eligible employees only. Maximum Annual Leave accumulation is 2,000 hours.

- **HOLIDAYS:** Normally 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **LONG-TERM DISABILITY (LTD):** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **POST RETIREMENT MEDICAL CONTRIBUTION:** A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.

Additional benefit details can be found on the County's HR website.

— APPLICATION PROCESS — AND RECRUITMENT SCHEDULE

The final filing date is Friday, June 17, 2022.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/dei-officer/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the County. The County will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.