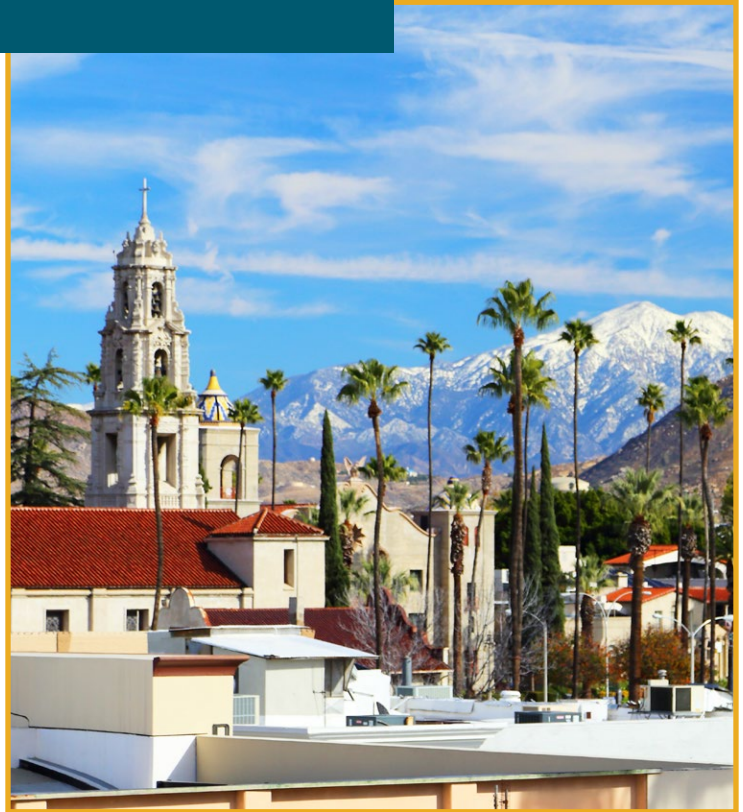


# Diversity, Equity and Inclusion Officer

# The Community

From its incorporation in 1870, Riverside has been a prosperous, desirable place to live because of the foresight of its founders and successive leaders and the artistic spirit that pervades the culture of its residents. Today, Riverside is a leading Southern California city offering a blend of hometown charm, history, and hospitality with the vision, energy, culture, and diversity of a sophisticated metropolitan area. With a population of over 314,000, it currently ranks as the 12th largest city in California, 6th in Southern California, and is the economic powerhouse of one of the fastest growing regions in the United States.

Riverside's quality of life is exceptional and getting better each and every day! It's no wonder the City received a perfect score on the Human Rights Campaign Municipal Equality Index, ranked #1 in the US for providing digital city services during the COVID-19 pandemic, #1 U.S. City for Small Business by Inc. Magazine, #2 Hot Spot for Tech in the U.S., #6 Happiest Place in the Nation for Young Professionals, #3 in California and #103 in the World for Economic Performance by the Brookings Institute, Coolest California City by the California Air Resources Board, a Top 25 City for Business by Executive Outlook Magazine, and an Emerald City by the State of California Department of Conservation for sustainable green initiatives and renewable energy.



## Governance



The City is governed by a seven-member City Council and Mayor / City Manager model, and is a full-service city providing public safety, utility (electric, water, wastewater and refuse), community services, and much more. With a budget of \$1.1 billion and 2,400 employees, the City provides services to more than 314,000 residents, with a student population exceeding 50,000, and is an ideal location for those looking to receive a quality education, start a career, become an innovator or entrepreneur, volunteer in the community, build and expand a business, raise a family, or retire.

**Diversity, Equity, and Inclusion (DEI)** have long been topics of importance to the City of Riverside. This was reinforced by the City Council with the adoption of a Resolution titled "Racism is a public health crisis" (June 2020), Riverside Anti-Racism Vision (October 2020) and the Envision Riverside 2025 Strategic Plan (October 2020), which includes a cross cutting thread of Equity emphasizing 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. Other examples

of exemplary leadership in Riverside include the world-renowned The Cheech Marin Center for Chicano Art & Culture, Center for Social Justice & Civil Liberties, Civil Rights Institute of Inland Southern California, Main Street Peace Walk, civil rights national landmark Harada House, UC Riverside Office of DEI, March Air Reserve Base Diversity and Inclusion Program, La Sierra University Diversity and Inclusion Council and Riverside Community College District DEI Council and the Mayor's Multicultural Forum.

To learn more about the City of Riverside, go to: <https://riversideca.gov/>



# The Department

Reporting to the City Manager's office, this position is responsible for developing and implementing short- and long-range goals of the city's strategic plan while specifically promoting a climate of Diversity, Equity and Inclusion (DEI) for employees and the community. Collaborate with City leadership and community stakeholders to establish equity as a shared value by developing policies, practices and programs that create a climate of equity and acceptance that respects, values and responds to diversity of staff, customers, and the community. Lead the city's efforts and sustain a culture of equity and inclusion for all by identifying inequities, examine community occurrences, increase the accessibility to programs and services, challenge businesses, non-profits, educational institutions, faith-based institutions and all organizations to act. Enhance educational efforts, solidify alliances and partnerships with organizations, promote and support policies prioritizing DEI, encourage training internally and amongst community partners, engage actively with under-represented groups within the City and establish a system for assessing progress. This position develops institutional policies, practices and programs that advance the City's commitment to DEI.



## Example of Duties

- » Drive the development and implementation of the strategic plan, resolutions/policies and frameworks for DEI programs.
- » Facilitate and support department training and equity assessments in collaboration with the Human Resources Department.
- » Develop strategies to attract, develop, and retain members of communities of color and under-represented groups.
- » Develop citywide performance indicators and progress benchmarks to ensure accountability towards equitable delivery of city services. Collect, analyze, and present data measuring the City's progress on operationalizing DEI.
- » Stay abreast of trends and changes in regulatory, market conditions and best practices that may affect DEI, affirmative action and Equal Employment Opportunity laws and other relevant legislation.
- » Facilitate discrimination complaints, including Title VI-related Discrimination complaints in collaboration with relevant City departments, including but not limited to the Human Resources Department, City Attorney's Office, Community and Economic Development, Police and General Services departments, as well as external City partners such as the Fair Housing Council of Riverside County.
- » Manages the preparation of DEI grant applications, in collaboration with the City Grants Administrator, to ensure adequacy, timeliness and additional resources.
- » Ensures compliance with applicable federal/state/local laws, policies, and procedures (e.g., Affirmative Action, Equal Opportunity, Americans with Disabilities Act, Section 504 of the Rehabilitation Act, City Resolution - Racism is Public Health Crisis, City Anti-Racist Vision, City Resolution - Title IV Non-discrimination policy, etc.).

# The Ideal Candidate

The ideal candidate will be an innovative, inspirational 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, community leaders, 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 City; and foster an atmosphere that speaks to developing relationships with employees and management.

## Key Attributes and Characteristics

- » Embodies DEI and the idea behind it. Sees this opportunity not just as a job, but as a passion project.
- » 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.
- » A professional who is versatile, flexible and adapts well to changing priorities. A solid leader and listener with thick skin and a sense of humor.

## Qualifications



- » Bachelor's degree from an accredited college or university in public administration, human resources, sociology, public policy or a closely related field.
- » A master's degree is highly desirable.
- » Five (5) years of increasingly responsible experience in the administration of government, community, human resources or educational programs related to equity.
- » Experience working in a public agency serving a large population preferred.
- » One (1) year of supervisory experience is required.
- » DEI certification desired.
- » Experience providing DEI consultation and coaching to senior leaders helpful.

## Salary And Benefits

The salary range for this position is \$122,676.00 - \$156,660.00.

The City of Riverside offers an attractive benefits package that includes:

- » **Retirement for Classic Members** - For employees hired after 1/1/2013 who are CLASSIC MEMBERS of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7% @ age 55; 3-year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.
- » **Retirement for New Members** - For employees hired 1/1/2013 or later and who ARE NOT a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3-year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.
- » Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Deferred Compensation, Leave Benefits, Flexible Spending Account, Long Term Disability.

Please refer to the Sr. Management, Benefit Level II group summary and 2023 Chart of Benefits available via the link below.

For additional benefits information, please visit the following website:

<https://www.riversideca.gov/human/employee-hub/benefits/about-1>



# Application Process

**The final filing date is Monday, September 4, 2023.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/riverside-dei-officer/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

