



## Legislation Details (With Text)

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**Title:** Approve the hiring of a Diversity and Inclusion Manager position

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Date	Ver.	Action By	Action	Result
9/1/2020	1	City Council	approved as amended	Pass

### CITY COUNCIL AGENDA ITEM

#### **ACTION REQUESTED:**

Approve the hiring of a Diversity and Inclusion Manager position

**DEPARTMENT:** City Manager's Office

**SUBMITTED BY:** Marcie Schatz, Deputy City Manager

#### **BOARD/COMMISSION REVIEW:**

NA

#### **BACKGROUND:**

With the revision of the mission statement in late 2019, the City became more intentional about diversity, equity and inclusion efforts in Naperville, recognizing the diversity of all backgrounds of people in our community and organization makes us stronger. We recognize that advancing equity and inclusion is not a project, but a constant process of improvement.

#### **DISCUSSION:**

On May 19, 2020, the City Council adopted a resolution celebrating the diversity of our community and denouncing all acts of racism, intolerance and discrimination. At that same meeting, the City Council approved recommendations to increase the City's emphasis on diversity, equity and inclusion in the organization, community and the establishment of a Human Rights Commission. These recommendations included:

- **Workforce** - Implement implicit bias training, pursue feedback from employees on equity and inclusion, and review and enhance recruiting and retention practices.
- **Engage with community partners** - Join with the ongoing efforts of School Districts 203 and 204, the Naperville Area Chamber of Commerce, advocacy groups, non-profits and other organizations to further equity and inclusion in the community.

- **Human Rights Commission** - Develop a Human Rights Commission, either by modifying an existing commission or creating a new commission.

### **Workforce**

City employees work in accordance with the City's established four "core values", People, Respect, Trust and Pride. These values are the foundation of an environment where employees feel they belong and that they are respected and valued no matter their age, gender, ethnicity, race, sexual preference, religion, disability, income or background. Each of us within the organization has a role in advancing an environment of diversity, equity and inclusion for the workforce.

Workforce recommendations included:

- Implement implicit bias training for all City employees and elected officials and equitable hiring practices training for anyone involved in the hiring process.
- Identify and pursue opportunities to solicit perspectives and feedback from staff on diversity, equity and inclusion within the organization.
- Review recruitment strategies to increase the diversity of our applicant pools and track and report on recruitment, retention and hiring data.

### **Community recommendations**

With the goal of advancing equity and inclusion across the community, recommendations included joining our community partners who are actively working in this space including District 203, District 204 and the Naperville Area Chamber of Commerce. We look to partner with, learn from and leverage the work of these organizations in addition to others (North Central College, Naperville Neighbors United, Naper Pride, Unity Partnership, NAACP, non-profits, advocacy groups, religious institutions, etc.) and the community at large to broaden the collective community impact. City staff plans to coordinate with and learn from these groups to build upon, and not replicate one another's work and efforts.

### **Human Rights Commission**

On July 21<sup>st</sup>, the City Council approved the establishment of a Human Rights Commission (HRC) through renaming and expansion of the Housing Advisory Commission. The new HRC will:

- Serve an advisory role to the City on fair and affordable housing and human rights issues. Human rights issues encompass securing for all individuals within the City of Naperville the freedom from unlawful discrimination against any individual because of his or her protected class including race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or income.
- Provide community outreach and engagement on fair and affordable housing and human rights.
- Adjudicate formal unlawful discrimination complaints for public accommodation and housing.

### **Staff Position**

As part of the July 21<sup>st</sup> agenda item, staff recommended adding a dedicated Diversity and Inclusion position to the City to support workforce and community diversity, equity and inclusion work as well as supporting the HRC. Staff recommends the creation of this position due to both a lack of capacity and expertise to manage this work and perform this role. City Council requested that staff bring back a job description for consideration.

The recommended position does not add to the headcount because the position will be repurposed from a vacant position within the Electric Utility. The job will report to the City Manager's Office and will work closely with all City departments.

The job description for a Diversity and Inclusion Manager is attached for City Council's approval. The duties and responsibilities of the position were created with an ongoing, long-term view of diversity, equity and inclusion work within the community and organization. The job summary and essential functions include:

### **Job Summary**

Serves as the staff contact for the City's diversity and inclusion initiatives to citizens, community groups and employees, facilitating the program through positive employee relations, community outreach and education. The Diversity and Inclusion Manager manages city-wide diversity programs and training; identifies and builds relationships and partnerships with external organizations as well as internal employee groups that will result in proactive strategies to foster respect for all individuals. Serves as staff representative to the Human Rights Commission and coordinates federal and state civil rights and disabilities-related law compliance for the City.

### **Essential Functions**

- Develops and implements strategies and programs to foster and encourage diversity and inclusion within the City of Naperville as an organization, as well as the community at large
- Develops and maintains a network of relationships within community groups to proactively create awareness of diversity and inclusion
- Serves as a resource for the community on diversity and inclusion strategies, competencies, prevention and intervention ideas
- Serves as the staff liaison to the Human Rights Commission
- Partners with the Legal Department to lead the investigation and processing of complaints of violation of the City's Human Rights Ordinance
- Makes policy recommendations to city management and elected officials on changes to policies and practices to address or enhance diversity and inclusion
- Collaborates with city departments to develop and implement policies and procedures that are impacted by diversity-related issues
- Partners with the Human Resources Department to recommend and evaluate employee training and education on topics of diversity and inclusion
- Serves as a resource for employees on diversity and inclusion strategies, competencies, or prevention and intervention ideas

### **FISCAL IMPACT:**

The Diversity and inclusion staff position will be headcount neutral with the shift of the full-time equivalent (FTE) position from the Electric fund to the General fund. The position is graded as a P07 (exempt status) with a salary range of \$71,000- \$112,000 (midpoint \$91,500). Final salary would be dependent upon qualifications.