



TO: Mayor and Councilmembers

FROM: Kristy Schmidt, Assistant City Manager

SUBJECT: Diversity, Equity and Inclusion Efforts

RECOMMENDATION:

- A. Receive a presentation on the City's Diversity, Equity and Inclusion efforts; and
- B. Appoint two City Councilmembers to an Ad Hoc Committee to support and advise staff on the development of a Diversity, Equity and Inclusion Plan; and
- C. Adopt Resolution No. 20__, entitled "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2020/21, adding the Classification Specification of Human Resources Analyst/DEI Officer and, to reclassify a Management Assistant in Support Services to a Human Resources Analyst/DEI Officer."

BACKGROUND:

The City has a clear and longstanding commitment to diversity, equity and inclusion in government. The City Council and management have affirmed this commitment various times through official statements and actions including:

- Adopting Resolution 20-48 on July 21, 2020, entitled "A Resolution of the City Council of the City of Goleta, California, in Support of the United Nations Convention on the Elimination of all Forms of Discrimination Against Women."
- Adopting Resolution 20-37 on June 8, 2020, entitled "A Resolution of the City Council of the City of Goleta, California, Condemning Police Brutality and Declaring Racism a Public Health Emergency."
- Adopting Resolution 19-63 on October 15, 2019, entitled, "A Resolution Condemning White Nationalism and White Supremacy."
- Writing letters in support of fair immigration practices.
- Adopting various policies and procedures to ensure equal employment opportunity and prohibit and address workplace discrimination and harassment.
- Providing regular anti-discrimination training for all employees and elected officials.
- Assigning an Americans With Disabilities Act/Section 504 Coordinator, posting a Notice of Rights on Grievance procedure on the City's website, conducting an

accessibility assessment of all City programs, services and activities, and preparing a transition plan to identify and address physical access issues in City facilities and the public rights-of-way.

- Ensuring a focus on Spanish language engagement through translation of communications, focused Library programming, and community support at public events.
- Creating a Public Engagement Commission to increase opportunities for all groups to become engaged and participate in City government.

Recently, the City Council received a presentation about staff efforts to provide diversity, equity and inclusion training for all City staff, managers, and elected officials this fall. As part of this presentation, staff committed to returning to the City Council to report on the additional efforts it is undertaking to address diversity, equity and inclusion citywide.

DISCUSSION:

The purpose of this item is to outline a plan for ensuring a culture of diversity, equity and inclusion within the City of Goleta. This means not focusing on a single policy, training, or position, but creating a policy framework, a culture of learning and awareness, and an entire workforce mobilized toward achieving these goals.

Definitions

As a threshold matter, it is helpful to identify what is meant by “diversity, equity and inclusion” (DEI) in the context of this proposed plan. Different organizations define these terms differently, but for the purposes of this effort we can start with the following and evolve from there:

- *Diversity*: Physical, social, and psychological differences between people and groups, including but not limited to things like race, ethnicity, national origin, gender, ability, sexual orientation, gender identity, age, religion/systems of belief, socio-economic status, life experience, thinking and communication styles.
- *Equity*: When everyone can reach their highest level of health and potential for a successful life, regardless of their background and identity.
 - Equity vs. equality: Equity is when everyone has what they need to be successful, while equality is treating everyone the same. Equality seeks to promote fairness, but it can only work if everyone starts from the same place and needs the same help. Equity recognizes that not everyone starts from the same place or needs the same help.
- *Inclusion*: Puts diversity and equity into meaningful action and builds a culture of belonging, respect, and connection by actively inviting the contribution and participation of all people.

DEI Plan

The focus of the City's Diversity, Equity and Inclusion efforts will be to collect data and information and then develop a **Diversity Equity and Inclusion Plan (Plan)** that is specific to the City's needs and includes goals and objectives. Over the longer term, we will monitor progress toward those goals and objectives and evaluate the effectiveness of our efforts, while regularly modifying and adapting the Plan as needed.



¹

Areas of particular focus for the City's Diversity, Equity and Inclusion efforts will be:

- Employment,
- Communications/language,
- Government participation (voting, public comment, holding elected or appointed office, etc.),
- Public contracting/leases,
- Public safety and emergency planning,
- Equitable development²,
- Direct service provision (e.g., Library programming, customer service), and
- Access to public facilities.

The City already engages in equity-related programs and activities in many of these areas, but with the new DEI Plan we will draw them together to receive more centralized and focused attention. More areas of emphasis may be added as the DEI efforts evolve.

DEI Team

It is generally acknowledged that diversity, equity and inclusion efforts work best when many people are engaged. In addition, staff expertise in the areas of focus mentioned above is dispersed throughout the City of Goleta organization, making a team approach the logical solution. The staff Diversity, Equity and Inclusion Team will advise the City Manager on operationalizing the commitment to diversity, equity, and inclusion in all dimensions of City government. They will be responsible for designing, coordinating, and organizing the City's DEI Plan and activities.

¹ From Curren R., Nelson, J., Marsh, D.S., Noor, S., Liu, N. "Racial Equity Action Plans, A How-to Manual.": Haas Institute for a Fair and Inclusive Society, University of California, Berkeley, 2016

² Per the U.S. Environmental Protection Agency website, "Equitable development {...} generally refers to a range of approaches for creating communities and regions where residents of all incomes, races, and ethnicities participate in and benefit from decisions that shape the places where they live.

The role of the DEI Team will focus on the seven “C”s³:

- Catalyzing change in government and in the community.
- Coordinating the design and implementation of an action plan.
- Cultivating and developing staff and community engagement in diversity, equity and inclusion efforts.
- Capacity-building to disseminate learning, skills, and tools for operationalizing equity.
- Communicating about racial equity across departments and management levels.
- Collecting and analyzing data for documenting, measuring, and evaluating progress.
- Championing diversity, equity and inclusion and celebrating and sustaining success.

The DEI Team will meet regularly in the initial stages to establish a solid framework. Thereafter, it may meet monthly, depending on need. The composition of the DEI Team will be a balance between position focus (e.g. Human Resources and Community Relations staff, the ADA coordinator), personal alignment (staff who bring a unique perspective and/or demonstrate a dedication to goals), department representation (all departments engaged and represented), customer interface (staff who interact directly with the public), and organizational influence (a top management staff representative).

Phase one will be selecting the DEI Team, establishing group cohesion, visioning, and engaging in supplemental training. Part of this involves developing a shared language and an understanding of the historical roots of inequality, and how it could be showing up in our work as public servants. Phase two may include activities such as collecting baseline data, surveying, and identifying community interest to determine the need for change and ensure that staff’s efforts address the needs of the Goleta community. Phase three will involve developing priorities, goals and objectives, and presenting the Diversity, Equity and Inclusion Plan to the City Manager and the City Council. And phase four will be implementing, monitoring, and revising the Plan on an ongoing basis.

DEI Resources

There are some wonderful resources available to help cities who want to enhance their DEI efforts at little to no cost. For example, the League of California Cities recommends resources provided through PolicyLink, a national research and action institute advancing racial and economic equity. The Government Alliance on Race and Equity (GARE) is a national network of government working to achieve racial equity and advance opportunities for all. The Institute for Local Government offers its TIERS program to help cities ensure that participation in public engagement efforts more fully reflects the demographics of their community. The Human Rights Campaign is a civil rights organization working to achieve lesbian, gay, bisexual, transgender and queer equality. The Departments of Labor and Justice provide ample resources to help cities ensure

³ Adapted from Keleher, Terry. “Racial Equity CoreTeams: The Engines of Institutional Change.” Government Alliance on Race and Equity, 2018.

access for people with disabilities. We anticipate that the DEI Team will draw from publicly available free resources put out by these and other organizations.

The Committee may also make recommendations for additional paid offerings, such as professional services or organizational memberships, based on a cost/benefit analysis.

DEI Training

Issues of inequality in our society and institutions have deep historical and systemic roots. Diversity, equity and inclusion education is therefore best viewed not as an event, undertaken and completed, but as an aspiration and evolution consistently pursued. A key part of our DEI efforts will be providing ongoing learning opportunities to City staff and elected officials to build their understanding and enhance cultural competence. In addition to the initial training provided this fall, staff plan to work with the DEI Team to offer regular DEI related training, which might include training that focuses on specific areas of inequality or presents a more intensive curriculum, as resources allow.

DEI Officer

No single position can implement diversity, equity and inclusion in an organization. That is why staff is recommending a team approach. However, ideally, the City would assign a single position to support this team effort with a “DEI Officer” assignment. This person would schedule and chair meetings, coordinate data collection and reporting, plan events and trainings, prepare reports for management and the City Council, and monitor best practices in the field of diversity, equity and inclusion efforts in local government.

Employment is a large focus of DEI and there is a level of sensitivity involved with this. Further, we anticipate that Human Resources will need to comply with new DEI-related reporting requirements as City staffing levels reach federal EEO-4 reporting thresholds and/or California voters potentially pass Proposition 16 in November 2020, overturning a 24-year-old ban on affirmative action. Therefore, a Human Resources employee would be ideal for this role. It is common among public agencies for this type of assignment to reside in Human Resources. It is anticipated that the DEI Officer Assignment would take 25-50% of a full-time position, with more time being dedicated at the beginning of our DEI efforts. Please see the Fiscal Impacts section, below, for a recommendation on a reclassification to accommodate this assignment.

DEI Plan Ad Hoc Committee

Consistent with the goal of involving all parts of the organization, staff recommends that the City Council appoint an Ad Hoc Committee to support and advise the DEI Team in its development of the DEI Plan. The Ad Hoc Committee will bring the policymaker perspective to the process, facilitate efforts to engage the community and regional peers in conversation, and preview the plan before its presentation to the full City Council. The purpose of the DEI Ad Hoc Committee will be both practical, as noted above, and symbolic of the importance the City Council places on this effort.

GOLETA STRATEGIC PLAN:

Though not directly addressed in the 2019-2021 Strategic Plan, a diversity, equity and inclusion plan and program are consistent with the following Strategic Goals:

1. Provide community development for neighborhoods and social welfare assistance for those in need.
2. Support programs that enhance quality of life in the Goleta community such as recreation, public safety, human services, and cultural arts.
3. Promote public engagement in the civic process and at City and community events.
4. Engage limited-English Spanish-speakers in a strategic way.
5. Provide professional, efficient, and responsible customer service.
6. Continually strive to improve customer service.
7. Raise public awareness of City meetings and events and provide increased opportunities for public participation.

FISCAL IMPACTS:

Staff are requesting the reclassification of the Management Assistant in Human Resources to a Human Resources Analyst/DEI Officer, at an additional cost of \$16,600 annually, to serve as the DEI Officer (See Attachments 1, 2, and 3). The Human Resources Analyst/DEI Officer is the correct classification for this level of responsibility. The incumbent is qualified for this classification. Should Council support the reclassification of the Management Assistance position, the \$16,600 of additional costs may be supported with General Fund budget savings with the City Hall Financing with IBank of approximately \$322,000 in FY 2020/21 due to the timing. An internal budget adjustment transfer can reprogram these funds from Support Services to City Manager's office. Future year personnel budgets will be adjusted accordingly and presented in the upcoming Two-Year Budget Plan for FY 2021/22 and 2022/23.

Ideally, staff would also request the approval of a new half-time Management Assistant to take on some of the general financial administration workload currently assigned to that reclassified position. The cost of this new position would be approximately \$58,000. However, the need for this position is prioritized against the need for other critical positions frozen and unbudgeted throughout the organization including: Principal Civil Engineer (Public Works Engineering); Traffic Engineer (Public Works Engineering); Assistant Engineer (Public Works Capital Projects); Facilities Maintenance Technician (Public Works Facilities); Senior Office Specialist (Public Works Administration); Associate Planner (Current Planning); Senior Housing Analyst (Housing Program); Management Analyst (Sustainability Program); Accounting Specialist (Finance); Management Analyst (City Manager); Management Analyst (Information Technology). Therefore, for the time being we will attempt to reallocate responsibility among existing positions to allow for the new duties.

ALTERNATIVES:

The City Council could decline the reclassification request. Support duties to the DEI Team would then be allocated amongst team members. However, this could slow the pace of the City's DEI efforts considerably. The City Council could approve the creation of a half time Management Assistant position to better facilitate the new duties, at a cost of \$58,000 per year, despite the hiring freeze affecting other key positions citywide. Staff do not believe a full-time position is needed for this effort, but City Council could direct this at an approximate cost of \$132,200 per year.

Reviewed By:

Legal Review By:

Approved By:



Kristine Schmidt
Assistant City Manager



Michael Jenkins
City Attorney



Michelle Greene
City Manager

ATTACHMENTS:

1. FY 2020/21 Salary Schedule Effective October 6, 202_draft.
2. Class Specification – Human Resources Analyst-DEI Officer.pdf
3. Resolution No. 20-__ entitled “A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2020/21, Adding the Classification Specification of Human Resources Analyst/DEI Officer and, to Reclassify a Management Assistant in Support Services to a Human Resources Analyst/DEI Officer.”
4. Diversity, Equity, and Inclusion Presentation Slide Deck.

Attachment 1

THE CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR
FISCAL YEAR 2020/21, AMENDED TO ADD THE CLASSIFICATION SPECIFICATION
OF HUMAN RESOURCES ANALYST/DEI OFFICER

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2020-21**

CLASSIFICATION TITLE	GRADE NO.	EMPLOYMENT CATGY./FLSA		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Hall Receptionist	100	M - NE	HOURLY	19.34	20.31	21.33	22.39	23.51	24.69
			BI-WEEKLY	1,548	1,625	1,706	1,792	1,881	1,975
			MONTHLY	3,353	3,521	3,697	3,882	4,076	4,280
			ANNUAL	40,237	42,249	44,362	46,580	48,909	51,354
Maintenance Worker I	101	M - NE	HOURLY	20.51	21.53	22.61	23.74	24.92	26.17
Records Technician/Recording Clerk		M - NE	BI-WEEKLY	1,640	1,722	1,809	1,899	1,994	2,094
Library Assistant I		M - NE	MONTHLY	3,554	3,732	3,919	4,115	4,320	4,536
			ANNUAL	42,652	44,784	47,024	49,375	51,843	54,436
Maintenance Worker II	102	M - NE	HOURLY	21.94	23.04	24.19	25.40	26.67	28.00
Office Specialist		M - NE	BI-WEEKLY	1,755	1,843	1,935	2,032	2,134	2,240
Library Assistant II		M - NE	MONTHLY	3,803	3,993	4,193	4,403	4,623	4,854
			ANNUAL	45,637	47,919	50,315	52,831	55,472	58,246
Senior Office Specialist	103	M - NE	HOURLY	23.48	24.65	25.88	27.18	28.54	29.96
Library Technician			BI-WEEKLY	1,878	1,972	2,071	2,174	2,283	2,397
			MONTHLY	4,069	4,273	4,486	4,711	4,946	5,194
			ANNUAL	48,832	51,274	53,837	56,529	59,356	62,323
Accounting Specialist	104	M - NE	HOURLY	25.36	26.62	27.95	29.35	30.82	32.36
Permit Technician		M - NE	BI-WEEKLY	2,028	2,130	2,236	2,348	2,466	2,589
Senior Library Technician		C - E	MONTHLY	4,395	4,615	4,845	5,088	5,342	5,609
Facilities Maintenance Technician		M - NE	ANNUAL	52,739	55,375	58,144	61,051	64,104	67,309
Administrative Assistant	105	M - NE	HOURLY	27.38	28.75	30.19	31.70	33.28	34.95
Lead Maintenance Worker		M - NE	BI-WEEKLY	2,191	2,300	2,415	2,536	2,663	2,796
Public Affairs Assistant		M - NE	MONTHLY	4,746	4,984	5,233	5,495	5,769	6,058
Librarian I		M - NE	ANNUAL	56,958	59,805	62,796	65,936	69,232	72,694
Assistant Engineering Technician		M - NE							
Public Works Supervisor	106	M - NE	HOURLY	29.57	31.05	32.61	34.24	35.95	37.74
Librarian II		M - NE	BI-WEEKLY	2,366	2,484	2,608	2,739	2,876	3,020
Associate Engineering Technician		M - NE	MONTHLY	5,126	5,382	5,652	5,934	6,231	6,542
			ANNUAL	61,514	64,590	67,819	71,210	74,771	78,509
Assistant Planner	107	M - NE	HOURLY	31.94	33.54	35.21	36.97	38.82	40.76
Legal Office Assistant		C - NE	BI-WEEKLY	2,555	2,683	2,817	2,958	3,106	3,261
Management Assistant		C - NE	MONTHLY	5,536	5,813	6,104	6,409	6,729	7,066
Senior Engineering Technician		M - NE	ANNUAL	66,435	69,757	73,245	76,907	80,753	84,790
Accountant	108	C - NE	HOURLY	34.50	36.22	38.03	39.93	41.93	44.03
Budget Analyst		C - NE	BI-WEEKLY	2,760	2,898	3,042	3,195	3,354	3,522
Code Compliance Officer		M - NE	MONTHLY	5,979	6,278	6,592	6,922	7,268	7,631
Deputy City Clerk		C - E	ANNUAL	71,750	75,338	79,105	83,060	87,213	91,573
Executive Assistant		C - E							
Public Works Inspector		M - NE							
Assistant Engineer*	109	T/P - NE	HOURLY	37.25	39.12	41.07	43.13	45.28	47.55
Emergency Services Coordinator		C - E	BI-WEEKLY	2,980	3,129	3,286	3,450	3,623	3,804
Human Resources Analyst		C - E	MONTHLY	6,458	6,780	7,119	7,475	7,849	8,242
Human Resources Analyst/DEI Officer		C - E	ANNUAL	77,490	81,365	85,433	89,705	94,190	98,899
Management Analyst		C - E							
Associate Planner	110	T/P - NE	HOURLY	40.24	42.25	44.36	46.58	48.91	51.35
Senior Legal Analyst		T/P - NE	BI-WEEKLY	3,219	3,380	3,549	3,726	3,913	4,108
		C - E	MONTHLY	6,974	7,323	7,689	8,073	8,477	8,901
			ANNUAL	83,689	87,874	92,268	96,881	101,725	106,811
Associate Engineer**	111	T/P - NE	HOURLY	43.45	45.63	47.91	50.30	52.82	55.46
Supervising Librarian		C - E	BI-WEEKLY	3,476	3,650	3,833	4,024	4,226	4,437
			MONTHLY	7,532	7,909	8,304	8,719	9,155	9,613
			ANNUAL	90,385	94,904	99,649	104,631	109,863	115,356
Environmental Services Coordinator	112	M/M - E	HOURLY	46.93	49.28	51.74	54.33	57.04	59.90
Senior Management Analyst		C - E	BI-WEEKLY	3,754	3,942	4,139	4,346	4,564	4,792
Project Manager		T/P - E	MONTHLY	8,135	8,541	8,968	9,417	9,888	10,382
Public Information Officer		C - E	ANNUAL	97,615	102,496	107,621	113,002	118,652	124,585
Senior Planner		T/P - E							
Sustainability Coordinator		M/M - E							
Senior Housing Analyst		C - E							

Confidential
Miscellaneous
Technical/Professional
Mid-Management
Executive Management

Fair Labor Standards Act Classification
NE = Non Exempt from overtime
E = Exempt from overtime

Effective: February 18, 2020

Revised : January 4, 2020
December 3, 2019
JUN 6, 2019
January 5, 2019

CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2020-21

Effective: February 18, 2020

Revised : January 4, 2020
December 3, 2019
10
January 5, 2019

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2020-21**

CLASSIFICATION TITLE	GRADE NO.	EMPLOYMENT CATGY./FLSA		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Accounting Manager	113	C - E	HOURLY	51.15	53.71	56.40	59.22	62.18	65.29
Community Relations Manager		C - E	BI-WEEKLY	4,092	4,297	4,512	4,737	4,974	5,223
Economic Development Coord.		C - E	MONTHLY	8,867	9,310	9,776	10,264	10,778	11,316
HR / Risk Manager		C - E	ANNUAL	106,401	111,721	117,307	123,172	129,331	135,797
Parks and Recreation Manager		M/M - E							
Library Services Manager		M/M - E							
Assistant to the City Manager		M/M - E							
Senior Engineer**		T/P - E							
Deputy City Attorney	114	C - E	HOURLY	55.76	58.55	61.47	64.55	67.77	71.16
Supervising Senior Planner		M/M - E	BI-WEEKLY	4,461	4,684	4,918	5,164	5,422	5,693
Traffic Engineer		T/P - E	MONTHLY	9,665	10,148	10,655	11,188	11,748	12,335
			ANNUAL	115,977	121,776	127,864	134,258	140,971	148,019
City Clerk	115	EM - E	HOURLY	60.78	63.82	67.01	70.36	73.87	77.57
Planning Manager		M/M - E	BI-WEEKLY	4,862	5,105	5,360	5,628	5,910	6,205
Principal Civil Engineer		M/M - E	MONTHLY	10,535	11,061	11,614	12,195	12,805	13,445
Public Works Manager		M/M - E	ANNUAL	126,415	132,735	139,372	146,341	153,658	161,341
Senior Project Engineer		T/P - E							
Principal Project Manager		T/P - E							
Parks and Open Space Manager		M/M - E							
Deputy Public Works Director	116	M/M - E	HOURLY	66.25	69.56	73.04	76.69	80.52	84.55
			BI-WEEKLY	5,300	5,565	5,843	6,135	6,442	6,764
			MONTHLY	11,483	12,057	12,660	13,293	13,957	14,655
			ANNUAL	137,792	144,682	151,916	159,511	167,487	175,861
Assistant City Attorney	117	EM - E	HOURLY	72.21	75.82	79.61	83.59	87.77	92.16
Finance Director		EM - E	BI-WEEKLY	5,777	6,065	6,369	6,687	7,022	7,373
Neighborhood Services and Public Safety Director		EM - E	MONTHLY	12,516	13,142	13,799	14,489	15,213	15,974
Library Director		EM - E	ANNUAL	150,193	157,703	165,588	173,868	182,561	191,689
Planning Director		EM - E							
Public Works Director***	118	EM - E	HOURLY	78.71	82.64	86.77	91.11	95.67	100.45
		EM - E	BI-WEEKLY	6,297	6,611	6,942	7,289	7,654	8,036
			MONTHLY	13,643	14,325	15,041	15,793	16,583	17,412
			ANNUAL	163,711	171,896	180,491	189,516	198,991	208,941
Assistant City Manager	119	EM - E	HOURLY	82.64	86.77	91.11	95.67	100.45	105.47
			BI-WEEKLY	6,611	6,942	7,289	7,654	8,036	8,438
			MONTHLY	14,325	15,041	15,793	16,583	17,412	18,282
			ANNUAL	171,896	180,491	189,516	198,991	208,941	219,388
City Manager			ANNUAL	253,074					

*If certified as an Engineer-in-Training (EIT) in the State of California, this position will receive a 5% pay differential at each step.

**If registered as Civil Engineer in the State of California, this position will receive a 5% pay differential at each step.

***If also serving as City Engineer, this position will receive a 5% pay differential at each step.

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Mid-Management
Executive Management

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Effective: February 18, 2020

Revised : January 4, 2020

December 3, 2019

July 6, 2019

January 5, 2019

Attachment 2

CLASSIFICATION SPECIFICATION HUMAN RESOURCES ANALYST/DEI OFFICER

CITY OF GOLETA, CALIFORNIA HUMAN RESOURCES ANALYST/DEI OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of professional level administrative, technical, and analytical duties in support of the City's human resources functions including recruitment and selection, classification and compensation, payroll and benefits administration, performance management, employee training, and related functions; assists in the development and administration of personnel programs, policies, and procedures; and provides information and assistance to City employees and the general public regarding human resources activities, policies, and procedures. A particular focus of this analyst position is to provide coordination for citywide Diversity, Equity and Inclusion initiatives related to employment and the provision of public service.

CLASS CHARACTERISTICS

Incumbents of this class are human resources generalists that perform a wide variety of difficult and complex human resources-related administrative and analytical tasks, coordinate administrative processes, conduct studies, and manage projects. Duties require the ability to perform comprehensive analysis of difficult problems, issues, and situations, choose among a number and variety of alternatives in solving problems, and make recommendations. Incumbents may provide training and advice to clerical and technical staff.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business needs and changing business practices:

1. Perform a variety of administrative, technical and analytical tasks involved in the human resources function including recruitment and selection, classification and compensation, performance management, employee and labor relations, payroll and benefits administration, and employee training.
2. Interpret human resources policies and procedures; advise supervisors and managers on compliance with employee rights and responsibilities under City personnel policies, labor agreements, and employment laws; respond to requests for information and assistance from employees, management, outside agencies and the public.
3. Serve as the City's Diversity, Equity and Inclusion (DEI) Officer, coordinate the citywide DEI Team meetings, DEI-related training, and the development of a DEI Plan, research DEI best practices in local government, collect and analyze demographic data, provide technical assistance to departments on using data and assessment tools, respond to requests for assistance and coaching on how to strengthen equity commitments and initiatives, maintain various program and organizational metrics related to equity, prepare state and federal reports related to workforce demographics, develop policy recommendations; provide regular reports to management.

4. Coordinate recruitment processes including identifying department needs; setting time schedules; advertising vacancies; identifying and contacting potential candidates; screening applications; preparing and administering written and performance-based tests; identifying panel members and coordinating panel interviews; reviewing and compiling results; coordinating reference checks, criminal background investigations and medical exams; and notifying applicants of results.
5. Coordinate personnel functions with payroll activities; ensure accurate maintenance of personnel transactions and status; maintain confidential personnel records
6. Administer and coordinate the employee benefits programs including medical, dental, vision, disability, retirement (CalPERS and 457 plans), and COBRA; work with CalPERS Health and a variety of insurance carriers, medical professionals, benefits consultants, on-line enrollment providers, and other third-party service providers for City-related benefit services; implement wellness programs; explain benefit options to employees and develop informational materials; coordinate enrollment (including annual open enrollment), billing procedures, deductions, etc.; coordinate Affordable Care Act compliance program; coordinate compliance with CalPERS retirement requirements.
7. Administer employee leave of absence programs including CA paid sick leave, FMLA/CFRA, California Pregnancy Disability Leave, and other appropriate leaves under policy or law.
8. Assist with maintaining and updating the City's classification and compensation program; analyze classification and compensation requests; perform job analyses and desk audits; perform comprehensive compensation surveys and reports; recommend salary placement; update classification specifications (job descriptions) and salary schedules.
9. Administer the annual performance evaluation program; advise supervisors on completing performance evaluations; may assist supervisors to address routine performance issues and disciplinary matters.
10. Administer other human resources programs including the employee training program; background investigations; DMV pull and DOT drug and alcohol testing; federal reporting (EEO, I-9, etc.); tuition reimbursement, etc.
11. Stay abreast of new trends and innovations in the field of human resource management; research and assess the impact of new or revised legislation; recommend changes to City policies and procedures.
12. Participate in a variety of special projects; gather and analyze data; make presentations to groups on human resources related topics; prepare new personnel policies and written reports, including reports to the City Council, as necessary.
13. May provide support for labor negotiations activities and participate as part of the management team; draft contract language; perform research activities for salary analysis; analyze and develop cost analyses of proposed salaries and benefits.
14. Train, advise, and actively support human resources clerical and technical staff.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Graduation from an accredited college or university with a bachelor's degree, major course work in human resource management, public administration, business administration, or a related field. In addition to a bachelor's degree, a Human Resources Management Certificate from an accredited university program, SHRM, and/or IPMA-HR is desirable.

Experience:

Three years of progressively responsible human resources experience, including at least one year at the professional or management level, preferably within a local government environment. Experience or education in coordinating Diversity, Equity and Inclusion programs for a public agency highly desirable.

Knowledge and Abilities

Knowledge of:

- Modern principles and practices of public sector human resource management and administration.
- Methods and techniques of recruitment, interviewing and selection.
- Principles and practices of benefits administration.
- Organization and management practices as applied to the analysis, evaluation, development and implementation of programs, policies, and procedures.
- Research, analysis, and reporting methods, techniques and procedures.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office practices, methods computers and computer software including Microsoft Word and Excel.
- Principles and practices related to ensuring Diversity Equity and Inclusion in public employment and the provision of public service.

Ability to:

- Perform responsible and difficult professional, technical, and analytical human resources functions involving the use of sound judgment and personal initiative.

- Model exemplary behaviors and conformance to policy expectations.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Effectively administer a variety of departmental programs and administrative duties.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Plan, organize, and execute assignments with minimal supervision and direction.
- Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and utilize data.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- Use a computer and utilize software applications such as word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Normal office setting with some travel to attend meetings. Incumbents may be exposed to noise and/or dust.
- Other factors: Incumbents will be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted: March 3, 2015

Revised: October 6, 2020

Attachment 3

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING THE CITY OF GOLETA SCHEDULE OF AUTHORIZED POSITIONS AND THE CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2020/21, ADDING THE CLASSIFICATION SPECIFICATION OF HUMAN RESOURCES ANALYST/DEI OFFICER AND, TO RECLASSIFY A MANAGEMENT ASSISTANT IN SUPPORT SERVICES TO A HUMAN RESOURCES ANALYST/DEI OFFICER

RESOLUTION NO. 20-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING THE CITY OF GOLETA SCHEDULE OF AUTHORIZED POSITIONS AND THE CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2020/21, ADDING THE CLASSIFICATION SPECIFICATION OF HUMAN RESOURCES ANALYST/DEI OFFICER AND, TO RECLASSIFY A MANAGEMENT ASSISTANT IN SUPPORT SERVICES TO A HUMAN RESOURCES ANALYST/DEI OFFICER

WHEREAS, Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

WHEREAS, the City Manager recommended appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2019/20 and Fiscal Year 2020/21, which included a schedule of authorized positions, personnel classifications and compensation ranges; and

WHEREAS, on June 18, 2019, the City Council adopted said recommended authorized positions and appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2019/20 and Fiscal Year 2020/21.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1.

The City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2019/20 and Fiscal Year 2020/21 includes modified classification specifications for the Human Resources Analyst/DEI Officer included herein as Exhibit A is hereby approved and adopted to supersede any prior Salary Schedule and Classification Plan.

SECTION 2.

The City of Goleta Schedule of Authorized Positions for Fiscal Year 2019/20 and Fiscal Year 2020/21 included herein as Exhibit B is hereby approved and adopted to supersede any prior schedule of authorized positions.

SECTION 3.

The City Clerk shall certify to the adoption of the resolution.

PASSED, APPROVED, AND ADOPTED this 6th day of October, 2020.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH LOPEZ
CITY CLERK

MICHAEL JENKINS
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)
CITY OF GOLETA) ss.

I, DEBORAH LOPEZ, City Clerk of the City of Goleta, California, DO
HEREBY CERTIFY that the foregoing Resolution No. 20-__ was duly adopted by
the City Council of the City of Goleta at a regular meeting held on the 6th day of
October, 2020, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH LOPEZ
CITY CLERK

Attachment 4

Diversity, Equity, and Inclusion Presentation Slide Deck



Diversity, Equity and Inclusion Update

CITY COUNCIL MEETING
OCTOBER 6, 2020

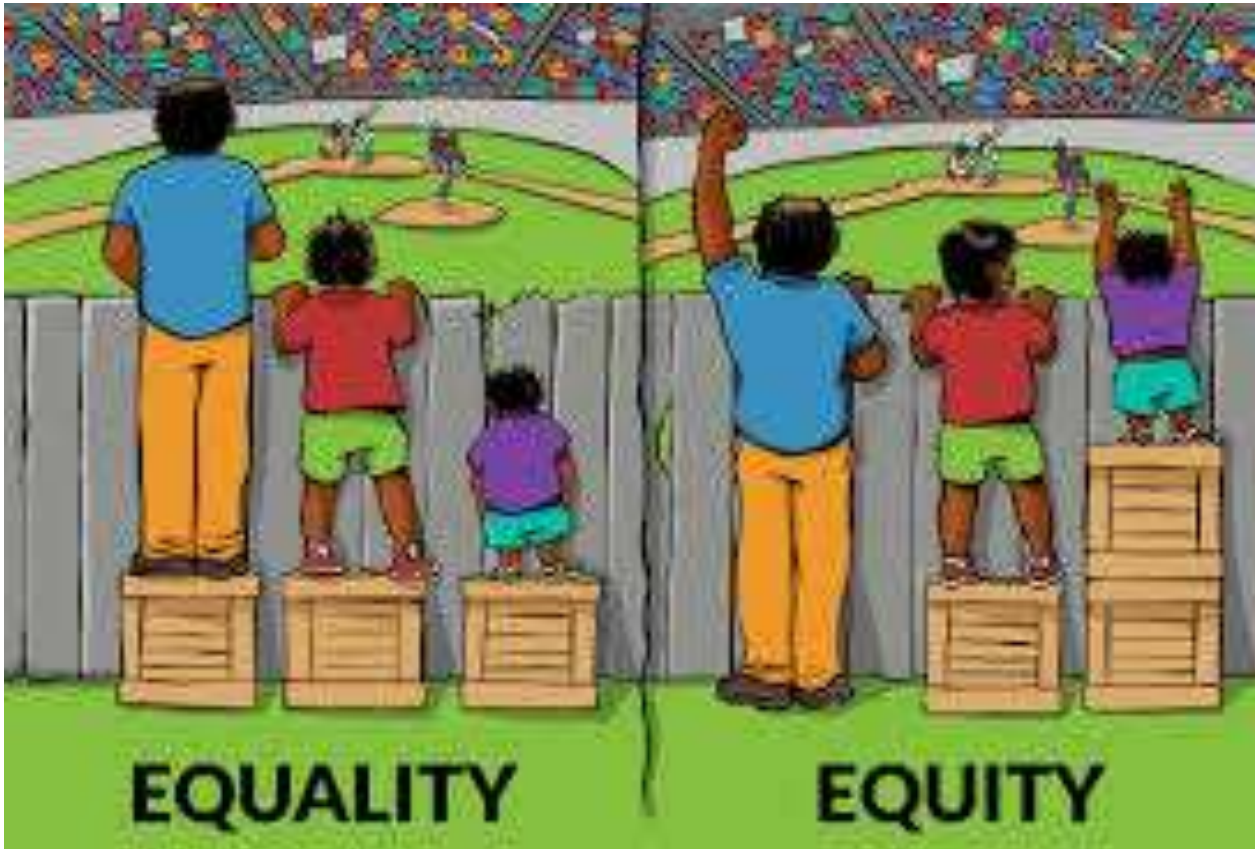
Background

- ▶ *Historic shifts in the last 5 years in public understanding/awareness:*
 - ▶ *Prevalence of racially motivated violence against black people, including by government actors (#blacklivesmatter)*
 - ▶ *Immigrant detainment and deportation abuses, particularly toward immigrants of color*
 - ▶ *Issues faced by transgender community*
- ▶ *Frustration from people of all races that the fundamental promises of opportunity and justice for all have still not been realized*
- ▶ *Understanding that bias is not just interpersonal, but baked into societal systems and institutions*
- ▶ *Renewed commitment of local government leaders to examine government institutions and systems to ensure that they do not reflect and perpetuate inequity*

Definitions- “DEI”

- ▶ *Diversity*: Physical, social, and psychological differences between people and groups:
 - ▶ Such as: race, color, ethnicity, national origin, gender, ability, sexual orientation, gender identity, age, religion/systems of belief, family status, genetic characteristics, political affiliation, socio-economic status, thinking and communication styles, life experiences (military service, domestic violence)
- ▶ *Equity*: When everyone can reach their highest level of health and potential for a successful life, regardless of their background and identity.
- ▶ *Inclusion*: Actively inviting the contribution and participation of all people.

Equality vs. Equity



Equity recognizes that not everyone starts from the same place or needs the same help

Key premises of DEI Initiative

- ▶ Not focused only on addressing interpersonal bias, but on systemic and institutional inequity
- ▶ Not focused on a single policy, training, or person, but on creating a policy framework, culture of learning and awareness, and an entire workforce mobilized toward achieving these goals.

Elements of DEI Initiative

- ▶ Form a Diversity, Equity & Inclusion Staff Team
- ▶ Form a Diversity, Equity & Inclusion Council Ad Hoc Committee
- ▶ Appoint a Diversity Equity & Inclusion Officer
- ▶ Draw on available resources
- ▶ Develop and implement a Diversity Equity & Inclusion Plan
- ▶ Conduct initial and ongoing Diversity, Equity, & Inclusion outreach and education

DEI Staff Team

- ▶ No single person can ensure Diversity, Equity and Inclusion in an organization
- ▶ Team will have varied professional focus and personal experience
 - ▶ Human Resources, ADA Coordinator, Outreach staff
 - ▶ High level management rep, rep from each department
 - ▶ Employees bringing personal commitment and perspective to DEI goals
- ▶ Will receive training, develop expertise
- ▶ Will develop a Diversity, Equity and Inclusion Plan
- ▶ Will meet regularly to monitor data and statistics , ensure progress toward DEI goals and ongoing effectiveness of DEI efforts

DEI Council Ad Hoc

- ▶ Two members of the City Council
- ▶ Bring a policymaker perspective to the DEI Plan development,
- ▶ Facilitate efforts to engage the community and regional peers in conversation,
- ▶ Preview data/statistics,
- ▶ Preview the DEI plan before its presentation to the full Council
- ▶ Symbolic of the importance the Council places on this effort

DEI Officer

- ▶ Human Resources Analyst/DEI Officer (25%+ time)
 - ▶ Schedule and chair DEI Team meetings,
 - ▶ Monitor best practices and report to DEI Team
 - ▶ Coordinate data collection and reporting,
 - ▶ Plan events and trainings,
 - ▶ Prepare reports for management and the City Council,
- ▶ Current related HR activities
- ▶ New HR reporting requirements (EEO-4) and programs (Prop 16-enabled)

DEI Resources

- ▶ Free Resources such as:
 - ▶ ICMA Toolkit
 - ▶ PolicyLink (racial and economic equity)
 - ▶ Government Alliance on Race and Equity (GARE)
 - ▶ ILG's TIERS (Think, Initiate, Engage, Review and Shift) program
 - ▶ The Human Rights Campaign (LGBTQ equality)
 - ▶ The Departments of Labor and Justice (employment, disability access)
- ▶ Supplemental paid resources and professional services recommended by DEI Team, subject to available funding

The DEI Plan

- ▶ Excellent models available
 - ▶ Informed by best practices
- ▶ Specific to the City's needs
- ▶ Will include goals and objectives.
- ▶ DEI Team will monitor progress DEI Team will evaluate and report on the effectiveness of efforts
- ▶ Plan will be regularly modified as needed

DEI Plan- Areas of Focus

- ▶ Employment
- ▶ Communications, Outreach, Language
- ▶ Government participation (voting, public comment, holding elected or appointed office, etc.),
- ▶ Public contracting/leases,
- ▶ Public safety and emergency planning,
- ▶ Equitable development,
- ▶ Direct services (e.g., Library programming, customer interfaces),
- ▶ Access to public facilities
- ▶ Other areas that may be identified

Ongoing DEI Education

- ▶ Conduct ongoing Diversity, Equity, & Inclusion training
- ▶ Both general concepts and specialized topics
- ▶ Partner with other local agencies (County, cities)

Recommended Council Action

- ▶ Appoint an Ad Hoc Committee to assist with development of the DEI Plan
- ▶ Approve the reclassification of a Management Assistant to HR Analyst/DEI Officer (\$16,600/ year)