

**CITY OF BENICIA**  
invites applications for the position of:



**EQUITY, DIVERSITY & INCLUSION  
MANAGER - (PART TIME - LIMITED  
DURATION)**

**SALARY:** \$52.00 - \$63.00 Hourly

**OPENING DATE:** 10/13/20

**CLOSING DATE:** 03/04/21 09:32 AM

**DEFINITION:**

**This part-time limited duration (anticipated to last 9-12 months) position is open until filled with the first review of applications scheduled for November 6, 2020.**

**The City of Benicia is actively seeking an Equity, Diversity & Inclusion Manager. This position is a new addition to the City of Benicia team and will build on current efforts reflecting the City's desire to create a better workplace. This position will be critical in taking the City's diversity, equity and inclusion initiatives to a higher level, which will include developing and implementing strategies and education programs throughout the organization, as well as, establishing effective relationships in the community.**

Under direction by the City Manager, or designee, creates, develops, implements, directs, administers and facilitates the city's equity programs; works to build an infrastructure to ensure organizational decisions are evaluated through an equity lens to create fair access to opportunity; collaborates with city departments, employees, community members, and other stakeholders to make meaningful movement towards a more equitable Benicia and to unify and bring people together; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This single-incumbent management classification exercises sound judgment over equity work across Benicia. The incumbent provides leadership and vision to ensure the development and management of innovative and effective strategies to achieve racial equity for the City of Benicia organization and the community. The work requires considerable initiative and the ability to make recommendations within the framework of policies and procedures established by the City Council, city executive management, federal, state, county, and city ordinances and regulations. The incumbent is a consensus builder who is compassionate and cares about all people fundamentally.

**REPRESENTATIVE DUTIES / QUALIFICATIONS:**

- Identifies racial disparities and the systemic causes that may exist within the City of Benicia organization and community.
- Oversees design, coordination, and strategic implementation of equity, diversity, and inclusion programs aimed at addressing any disparities; develops policies, and measurements.
- Develops and implements practices to create organizational awareness and understanding in the use of an equity lens.
- Creates an infrastructure to sustain the city's commitment to racial equity and

develops and implements plans and programs towards this commitment.

- Provides leadership, guidance, training, and support to internal and external partners in the development and delivery of equity programs and tools; and develops work plans and training materials.
- Analyzes proposed legislation and regulations and provides expert technical guidance and leadership to management and elected officials on equity issues affecting city programs and practices.
- Establishes baseline disparity data targets/benchmarks in collaboration with partners; establishes goals and initiatives to make progress and processes to track outcomes.
- Leads the City's Government Alliance on Race and Equity (GARE) work.
- Develops methods to determine how disparate impacts will be documented and evaluated; collects, evaluates and analyzes indicators and progress benchmarks related to addressing systemic disparities.
- Directs, evaluates and coordinates analyses and recommendations regarding race and equity policy issues and long-range plans to address department and community needs and services; develops and coordinates reports and supporting materials to be presented to the City Council for information or action.
- Develops and deepens relationships with community members and non-profits committed to racial equity work; participates in community equity collaborations on behalf of the city to identify and address cumulative impacts of institutional and structural inequities in Benicia.

### **MINIMUM QUALIFICATIONS:**

#### Experience and Education

Any combination of education and experience that would provide the required knowledge and abilities would be qualifying. A typical way to gain the requisite knowledge and abilities required for this position is listed below.

#### Education

Equivalent to a Bachelor's degree from an accredited college or university in sociology, education, public administration, ethnic studies, communication, social work, public health, or a closely related field.

#### Experience

At least four years of experience of demonstrated success in the administration of community, educational or social justice programs; and at least two of those years in a managerial, supervisory or program administration capacity is desired. Experience in a public agency is preferred.

Practical experience is also important and can be substituted for some of the formal education and experience.

#### Knowledge of:

- Social, political and environmental issues influencing equity program development and implementation.
- Theories, principles and practices of effective strategic planning process and techniques.
- Effective institutional change management principles and practices.
- Effective interpersonal and group communication techniques.
- Policy analysis and development techniques and methods of formulating and advocating for public policies specific to equity and diversity issues.
- How inequities were created, are currently reinforced and maintained, and can be removed.
- How bias and racism affects individuals, groups, and entire communities.
- Principles and practices of community and public relations.
- Methods and techniques of research, data collection, statistical analysis, report

preparation, and presentation.

Ability to:

- Plan, organize, manage and direct the implementation of equity programs.
- Effectively advocate and implement public policies specific to equity and diversity issues
- Effectively apply management skills in the areas of planning and project management including organizing, directing, motivation, and evaluation.
- Partner and build alliances and consensus with a variety of diverse community members and groups.
- Act as a visionary and strategic thinker to identify and define complex equity disparities; develop sound conclusions and recommendations; and represent recommendations in a way that is compelling to a variety of institutional and community audiences.
- Conduct racial impact analysis; utilize evidence and data to recommend improvements to life outcomes for marginalized populations.
- Represent the City effectively on equity issues in a variety of forums.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively whether in a public speaking setting, one on one communication, or written communication such as reports or letters.
- Exercise diplomacy and thoughtfulness in dealing with highly sensitive, complex and confidential issues and situations.
- Recognize cultural and racial blind spots and work towards addressing them
- Exercise sound, expert independent judgment and political acumen within general policy guidelines.
- Build effective strong working relationships, partnerships and networks with communities of color, diverse backgrounds, any disadvantaged populations, and the organizations that serve them.
- Conduct research, analyze complex issues, evaluate alternatives, make sound recommendations, and prepare effect reports, publications, and communications.

#### **LICENSE OR CERTIFICATE/WORKING CONDITIONS:**

Individuals who are appointed to this position will be required to maintain a valid California Drivers' License throughout the tenure of employment

#### **Working Conditions**

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, complaints, and peak workload periods. Position requires working with the public and attendance at night and/or weekend meetings.

#### **Physical Demands**

Work may include prolonged stationary work, as well as light to moderate lifting, reaching, stooping, pulling, pushing, and manual dexterity; the need to transport files, paper and documents weighing up to 25 pounds; frequent operation of computer and other office machinery; frequent communication with employees and public.

#### **ESSENTIAL AND NON-ESSENTIAL DUTIES:**

The representative duties listed in this job description include essential and non-essential functions. Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the position.

Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

## **SUPPLEMENTAL INFORMATION:**

### **APPLICATION PROCESS:**

Individuals interested in being considered for the Equity, Diversity and Inclusion Manager position must submit an application and responses to the required supplemental questions. It is preferred you apply through the NeoGov system.

<https://agency.governmentjobs.com/benicia/default.cfm>

Individuals wishing to file a paper application in lieu of the on-line application process should contact the City of Benicia Human Resources Department.

Applicants are expected to accurately document their related experience and any training, education, and/or skills relevant to this position. Applicants should respond to all supplemental questions, even if the information is also contained in the application.

### **HOW APPLICANTS ARE NOTIFIED OF THEIR STATUS:**

**Application status notifications are distributed via email through the Neogov (governmentjobs.com) email system, so please check your email/junk mail/spam folders for status notification updates.**

### **SELECTION PROCESS:**

Application materials will be carefully evaluated; applicants who document possession of experience and education which most closely meet the requirements of the position will be invited to participate in the next phase of the selection process, which may include an assessment center and interview process.

Meeting the minimum qualifications does not guarantee an invitation to future steps in the process.

Prior to appointment, candidates must pass a thorough background investigation and a drug screen.

If, due to a disability, you need accommodations at any point during the application or testing process, please contact the Human Resources Department at (707) 746-4766.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.benicia.ca.us>

250 East L Street  
Benicia, CA 94510  
707-746-4326

Position #20/21-18  
EQUITY, DIVERSITY & INCLUSION MANAGER - (PART TIME -  
LIMITED DURATION)  
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## **EQUITY, DIVERSITY & INCLUSION MANAGER - (PART TIME - LIMITED DURATION) Supplemental Questionnaire**

- \* 1. To provide us with an opportunity to evaluate your background, responses to the Supplemental Questions are required in addition to your application. The information you provide will be used to determine your eligibility to continue in the selection process for this position. All work experience that is described or included in your supplemental responses(s) should have occurred during employment of one/more of the Employers you listed in the "Work Experience" section of your application. If not,

you will need to provide additional information as to where/how you received that experience.

I have read and understand the above instructions.

- \* 2. Which best describes your highest level of education?

Did not finish High School

Have GED

Have High School Diploma

Some College

Associate's Degree

Bachelor's Degree

Master's Degree

- \* 3. How many years do you have of demonstrated success in the administration of community, educational or social justice programs?

None

Less than 4 years experience

4-6 years experience

7-10 years experience

More than 10 years experience

4. If you answered, "YES" to the previous question, was this experience performed in a public agency?

Yes  No

- \* 5. Do you possess at least 2 years of managerial, supervisory or program administration experience?

Yes

No

- \* 6. What kind of direct work have you led or supported to champion issues of equity, diversity and inclusion?

7. If desired, please explain any education, experience, special training or certificates you have that would help you in this position that have not been previously addressed in your application or supplemental questions.

- \* 8. Do you certify that the information and statements made in connection with this application and supplemental questionnaire are complete and true to the best of your knowledge? Please note that intentional misrepresentation of your qualifications will be grounds for disqualification from this selection process and/or removal from the eligibility list.

I have read and understand the above information and certify the information I have provided is true to the best of my knowledge.

- \* Required Question