



**BENICIA CITY COUNCIL
CITY COUNCIL MEETING AGENDA**

**REVISED AGENDA
Benicia City Hall, 250 East L Street
August 25, 2020
6:00 PM**

Coronavirus (Covid-19) Advisory Notice

The Solano County Public Health Department has advised that non-essential gatherings should be canceled, postponed, or done remotely. Additional information is available at <http://www.solanocounty.com/depts/ph/ncov.asp>.

This meeting is necessary so that the City can continue to conduct its business and is considered an essential gathering. Consistent with Executive Orders No. 25-20 and No. 29-20 from the Executive Department of the State of California, the meeting will not be physically open to the public. Members of the City Council and staff will participate in this meeting via videoconferencing as permitted under Executive Orders No. 25-20 and No. 29-20.

As always, the public may submit public comments in advance and may view the meeting from home. Below is information on how to watch the meeting via cable and/or live stream and how to send in public comments that will be part of the public record.

How to Watch the Meeting:

- 1) Cable T.V. Broadcast on Channel 27
- 2) Livestream online at www.ci.benicia.ca.us/agendas.
- 3) Zoom Meeting (link below)

How to Submit Public Comments for this videoconferencing meeting:

Members of the public may provide public comments to the City Clerk by email at lwolfe@ci.benicia.ca.us. Any comment submitted to the City Clerk should indicate to which item of the agenda the comment relates. Specific information follows:

- Comments received by 3:00 pm on the day of the meeting will be electronically forwarded to the City Council and posted on the City's website.

- Comments received after 3:00 pm, but before the start time of the meeting will be electronically forwarded to the City Council, but will not be posted on the City's website, and will not be read into the record.
- Comments received after the start time of the meeting, but prior to the close of the public comment period for an item will be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Mayor's discretion.

Additionally, the public may view and provide public comment via Zoom (via computer or phone) link: <https://us02web.zoom.us/j/87202237323?pwd=Q2F2ZkUzbU1HMm5HYmNNU0kxNGZ2Zz09>

- If prompted for a password, enter 454382.
- Use participant option to “raise hand” during the public comment period for the item you wish to speak on. Please note, your electronic device must have microphone capability. Once unmuted, you will have up to 5 minutes to speak.

Dial in with phone:

Before the start of the item you wish to comment on, call any of the numbers below. If one is busy, try the next one.

- 1 669 900 9128
- 1 346 248 7799
- 1 253 215 8782
- 1 646 558 8656
- 1 301 715 8592
- 1 312 626 6799

- Enter the meeting ID number: 872 0223 7323 *please note this is an updated ID number*.
- Enter password: 454382
- When prompted for a Participant ID, press #.
- Press *9 on your phone to “raise your hand” when the Mayor calls for public comment during the item you wish to speak on. Once unmuted, you will have up to 5 minutes to speak.

Any member of the public who needs accommodations should email City Clerk Lisa Wolfe at lwolfe@ci.benicia.ca.us, who will use her best efforts to provide as much accessibility as possible while also maintaining public safety.

Call To Order

1. Closed Session (5:00 P.M.)

1.A - CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54757.6

Agency designated representatives: City Manager, Assistant City Manager, Human Resources Manager, Finance Director

Employee Organizations: Benicia Police Officers Association, Benicia Public Service Employees Association, Benicia Fire Fighters Association, Benicia Dispatchers Association, Benicia Supervisor and Professional Association, Middle Management Employees, Police

Management Employees, Senior Management Employees, and Unrepresented Employees including City Manager

2. Convene Open Session (6:00 P.M.)

3. Roll Call

4. Pledge Of Allegiance

5. Reference To The Fundamental Rights Of The Public

The fundamental rights of each member of the public can be found in the municipal code posted on the City's website per section 4.04.030 of the City of Benicia's Open Government Ordinance.

6. Announcements

6.A - ANNOUNCEMENTS FROM CLOSED SESSION, IF ANY

7. Adoption Of Agenda

8. Opportunity For Public Comments

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9. Written Comment

10. Public Comment

11. Business Items

11.A - RECOGNITION OF BENICIA BLACK LIVES MATTER AND CONSIDERATION OF RESOLUTION TO TAKE ACTIONS TO ADDRESS UNCONSCIOUS BIAS (City Manager)

With the death of George Floyd in Minneapolis on May 25, 2020, residents in many cities across the country protested the police officers’ actions that led to his death. In Benicia, residents throughout the community attended protests on May 10 and June 13, 2020, to share their experiences and voice their concerns. Benicia Black Lives Matter formed an action committee and its leaders met individually with City leaders to voice their requests for changes in the Police Department and City operations. This report and the attached resolution provide information about actions already taken and new actions for the City Council to consider approving.

Recommendation:

Move to adopt the attached resolution (Attachment 1) that provides specific actions to address unconscious bias in City operations and recommends a budget allocation of \$216,000 from the General Fund unassigned fund balance.

[Staff Report - Recognition of Benicia Black Lives Matter and Consideration of Resolution to Take Actions to Address Unconscious Bias](#)

[1. Resolution - Recognition of Benicia Black Lives Matter and Consideration of Actions to Address Unconscious Bias](#)

12. Adjournment (9:00 P.M.)

Public Participation

The Benicia City Council and its Boards and Commissions welcome public participation.

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency's agenda for that meeting. The City Council allows speakers to speak on non-agendized matters under public comment, and on agendized items at the time the agenda item is addressed at the meeting. Comments are limited to no more than five minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the City Council.

Should you have material you wish to enter into the record, please submit it to the City Manager.

Disabled Access or Special Needs

In compliance with the Americans with Disabilities Act (ADA) and to accommodate any special needs, if you need special assistance to participate in this meeting, please contact Alan Shear, the ADA Coordinator, at (707) 746-4200. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting.

Meeting Procedures

All items listed on this agenda are for Council discussion and/or action. In accordance with the Brown Act, each item is listed and includes, where appropriate, further description of the item and/or a recommended action. The posting of a recommended action does not limit, or necessarily indicate, what action may be taken by the City Council.

Pursuant to Government Code Section 65009, if you challenge a decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. You may also be limited by the ninety (90) day statute of limitations in which to challenge in court certain administrative decisions and orders (Code of Civil Procedure 1094.6) to file and serve a petition for administrative writ of mandate challenging any final City decisions regarding planning or zoning.

The decision of the City Council is final as of the date of its decision unless judicial review is initiated pursuant to California Code of Civil Procedures Section 1094.5. Any such petition for judicial review is subject to the provisions of California Code of Civil Procedure Section 1094.6.

Public Records

The agenda packet for this meeting is available at the City Manager's Office and the Benicia Public Library during regular working hours. To the extent feasible, the packet is also available on the City's web page at www.ci.benicia.ca.us under the heading "Agendas and Minutes." Public records related to an open session agenda item that are distributed after the agenda packet is prepared are available before the meeting at the

City Manager's Office located at 250 East L Street, Benicia, or at the meeting held in the Council Chambers. If you wish to submit written information on an agenda item, please submit to the City Clerk as soon as possible so that it may be distributed to the City Council. A complete proceeding of each meeting is also recorded and available through the City Clerk's Office.

Contact Your Council Members

If you would like to contact the Mayor or a Council Member, please call the number listed below to leave a voicemail message.

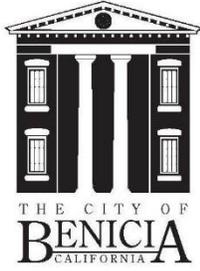
Mayor Patterson: 746-4213

Vice Mayor Strawbridge: 746-4213

Council Member Campbell: 746-4213

Council Member Young: 746-4213

Council Member Largaespada: 746-4213



**AGENDA ITEM
CITY COUNCIL MEETING DATE – AUGUST 25, 2020
BUSINESS ITEMS**

TO : City Council

FROM : City Manager

SUBJECT: **RECOGNITION OF BENICIA BLACK LIVES MATTER AND
CONSIDERATION OF RESOLUTION TO TAKE ACTIONS TO
ADDRESS UNCONSCIOUS BIAS**

EXECUTIVE SUMMARY:

With the death of George Floyd in Minneapolis on May 25, 2020, residents in many cities across the country protested the police officers’ actions that led to his death. In Benicia, residents throughout the community attended protests on May 10 and June 13, 2020, to share their experiences and voice their concerns. Benicia Black Lives Matter formed an action committee and its leaders met individually with City leaders to voice their requests for changes in the Police Department and City operations. This report and the attached resolution provide information about actions already taken and new actions for the City Council to consider approving.

RECOMMENDATION:

Move to adopt the attached resolution (Attachment 1) that provides specific actions to address unconscious bias in City operations and recommends a budget allocation of \$216,000 from the General Fund unassigned fund balance.

BUDGET INFORMATION:

Some of the actions included in the resolution have financial impacts that require Council action and budget adjustments, and they follow:

- Create a part-time Equity and Diversity Manager position (30 hours/week) at an estimated cost of \$133,000 per year;
- Conduct an “Equity Indicators in Benicia” report with consultant costs estimated at \$75,000;
- Mandate anti-bias training for all City employees and elected and appointed officials at an estimated cost of \$8,000.

Other actions will have nominal financial impacts that can be addressed under current budget authority. The total budget allocation requested is \$216,000 to be transferred from the General Fund unassigned fund balance into the General Fund for specific expenditures.

BACKGROUND:

With the death of George Floyd in Minneapolis on May 25, 2020, residents in many cities across the country protested the police officers' actions that led to his death. In Benicia, residents throughout the community attended protests on May 10 and June 13, 2020, to share their experiences. Benicia Black Lives Matter (BBLM) formed an action committee and its leaders met individually with City leaders to voice their issues and concerns, and request changes in the Police Department and City operations. The attached resolution provides specific actions based on those conversations for the City Council to discuss and consider approving.

Benicia Police Department

While elsewhere, Black Lives Matter (BLM) groups have called for defunding the local law enforcement agencies, this is not so in Benicia. In conversations, BBLM leaders learned that Police Chief Erik Upson had already begun making changes two years ago in the Benicia Police Department to address bias that included staff education, de-escalation training, etc., and embraced other needed changes. He acknowledges that, even so, more progress is needed and offered his commitment to the Benicia community that the Benicia Police Department does or will do the following:

- Continues to reinforce our humanity-focused community policing culture. At the core of this culture is treating all people with dignity and respect. Our vision is to be the greatest police department in the world, as measured by the trust and respect of our community. We will dedicate ourselves to ensuring this vision resonates with our entire community.
- Is committed to reducing our responses to bias-based calls for service. “Bias-by-proxy” often referred to as “race-out-of-place” calls are absolutely poison for the law enforcement profession. We must do everything we can to insure we do not respond to these calls, mitigate them whenever possible, and provide leadership to our community with regard to this issue. All staff, including dispatchers, have been empowered to not dispatch or respond to these calls when they are identified. Any call that appears to be race-based and to have no criminal nexus will not be dispatched and will be referred to a supervisor for follow-up and possible cancellation.
- Believes that understanding implicit bias is critical for all people, and given the powers that law enforcement has been honored with by our community, we have a special duty to understand and try to continuously grow as individuals in fighting the implicit bias that exists in all people. To that end, all supervisors and above had already been issued the book “Producing Bias-Free Policing, A Science-Based Approach”. We have purchased the book for all sworn staff now and will be issuing those books and holding discussions based on the reading.
- Will not investigate our own officer-involved fatal incidents. We have an agreement with the Sheriff's Office to take over those investigations. We would not have any investigators assigned to these investigations.

- Has purchased and will be issuing body-worn cameras to all sworn officers and our community service officers. These cameras have an additional feature of automatically activating all body-worn cameras within a 30-foot range when a sidearm or Taser is drawn from its holster.
- Has already made de-escalation training a part of our training cycle. Moving forward, we will begin every use-of-force training with de-escalation training. So, for instance, if we conducted firearms training, it would always start with a block of training on de-escalation.
- Understands that by law, under AB 953, the Racial and Identity Profiling Act, all agencies are required to report stop (vehicle and pedestrian) data by a certain date. Benicia Police are required to begin reporting April of 2023. We have agreed to speed up this timeline and will begin collecting January of 2021 and will report out January of 2022.
- Currently partners with the District Attorney’s Office for “Neighborhood Court”. We were the first agency in the county to implement this. This court takes certain lower level misdemeanors and moves them from the formal court system to a community panel empowered to apply restorative justice principles. While we have had some success with the program, we have asked, and the District Attorney has agreed, that we will expand the types of cases and backgrounds that will be directed to Community Court.
- Has a fantastic partnership with the School District and the community, and has been fortunate to have two amazing School Resource Officers working in partnership with our schools and our youth. The City of Benicia pays for one and the School District pays for the other. In discussions with the School District, the City has agreed to cut \$50,000 from the amount the district pays for their officer and redirect that money toward anti-prejudice and anti-bias training and programs.

Chief Upson has held thirteen community outreach meetings to share these activities and is committed to continue listening, and to remaining tightly connected and 100% accountable to our community.

City-wide Operational Changes

While the Police Department is already incorporating changes to address bias, the broader City organization has more that could be done around education, training and communication. Given the possible scope of activities and new area of expertise that would be needed, staff recommends starting with creating a new part-time position in the City Manager’s Office to support this initiative. The full list of possible actions for the City Council to consider is shown below and included in the attached resolution.

- Consider creating an “Equity & Diversity Manager” position to coordinate the City’s efforts to identify training, bring in other needed resources, and assist with organizational development. A copy of the draft job description is attached to the resolution (Attachment 1).

- Join the Government Alliance on Race and Equity (GARE) and explore National League of Cities' Race, Equity And Leadership (REAL) Initiative. We have contacted GARE to learn more and ask about membership; the cost to join is \$1,000.
- Mandate annual anti-bias training for City employees and elected and appointed officials similar to the training requirements already in place for ethics and harassment prevention. We are looking for resources to provide this training now.
- Recognize Juneteenth (June 19th) as a City holiday with appropriate recognition and programming to share the history with the community and coordinated activities through the Benicia Public Library.
- Establish a Benicia Public Library program related to BLM. The program will include a current and continuously updated inventory of books and other materials on the topic of racial equity and the history of racism in America, along with relevant programming consistent with the mission of the Library. The Library is open to suggestions for forums, displays, and exhibits to further educate the community and provide a voice for marginalized members of the community.
- Consider commissioning a report on the Equity Indicators in Benicia similar to one prepared for the City of Oakland. (<https://cao-94612.s3.amazonaws.com/documents/2018-Equity-Indicators-Full-Report.pdf>) According to Oakland's website, "Such a report can be used to develop a baseline quantitative framework that can be used by City staff and community members alike to better understand the impacts of race, measure inequities, and track changes in the disparities for different groups over time. This framework can then be used to guide and inform policies that address these disparities." A budget allocation to cover costs associated with hiring consulting assistance is included in the resolution.
- Create a City Council subcommittee and establish a relationship with the Benicia Black Lives Matter committee structured similar to the City/Benicia Unified School District (BUSD) liaison committee. Representatives would include two Council members, the City Manager, the Police Chief and any other relevant City staff. BBLM would designate its representatives. Agendas would be jointly determined and an annual report made to the City Council on progress. Meeting schedule and other details would be co-created.
- Evaluate ways to improve the City's civic engagement efforts and remove barriers to allow broader community inclusion in City business. More tools similar to Benicia Town Hall are needed.
- Explore ways to support business opportunities for Black residents—seek opportunities for BBLM to work with the Chamber of Commerce and Benicia Industrial Park Association and other business organizations and consider holding City workshops to assist. Consider re-evaluating use of the Commanding Officers Quarters as a business incubator to support this effort.

- Create a webpage with resources for those interested in learning about the City’s actions related to BLM and with appropriate resources provided.

This new program includes a long list of activities that would likely need prioritization depending on Council’s direction tonight.

NEXT STEPS:

Following tonight’s Council discussion and final direction, staff will prepare a work plan for implementation.

ALTERNATIVE ACTIONS:

The list of activities reflects discussions with BBLM however Council can discuss alternative ways to address the BBLM’s requests and provide direction.

General Plan	<p>Goal 3.3: Increase public awareness of cultural resources and activities.</p> <p>Goal 4.1: Make community health and safety a high priority for Benicia.</p>
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Priority Based Budgeting	Strategic City Result Impacted by this Agenda Item
	<p>The City Council and community identified six (6) key “Results” that establish the key goals for which the City of Benicia aspires to achieve with our programs and services. Agenda Items often influence multiple Results, the primary Result impacted by this Agenda Item is (please check one):</p> <p><input checked="" type="checkbox"/> Protect Community Health & Safety</p> <p><input checked="" type="checkbox"/> Maintain & Enhance A High Quality of Life</p> <p><input type="checkbox"/> Preserve & Enhance Infrastructure</p> <p><input checked="" type="checkbox"/> Strengthen Economic & Fiscal Conditions</p> <p><input type="checkbox"/> Protect & Enhance the Environment</p> <p><input type="checkbox"/> High Performing Government</p>
	City Programs Impacted by This Agenda Item (Top 3):
	<ol style="list-style-type: none"> 1. Community Engagement and Public Relations 2. Business Ombudsperson 3. Public Events
	Priority Based Budgeting (PBB) Website:
	<p>Coming soon in November 2020 will be a link to the City of Benicia’s PBB website to learn more about these programs and their costs.</p>

CEQA Analysis	This activity does not meet the definition of a project as described in Title 14 of the California Code of Regulations Section 15378(a).
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ATTACHMENTS:

1. Attachment 1 – Resolution - Recognition of Benicia Black Lives Matter and Consideration of Actions to Address Unconscious Bias

For more information contact: Lorie Tinfow, City Manager

Phone: 707.746.4200

E-mail: ltinfow@ci.benicia.ca.us

RESOLUTION NO. 20-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA
RECOGNIZING BENICIA BLACK LIVES MATTER AND CONSIDERATION OF
ACTIONS TO ADDRESS UNCONCIOUS BIAS**

WHEREAS, the death of George Floyd at the hands of the Minneapolis Police Department on May 25, 2020, prompted protests across the United States; and

WHEREAS, Benicia residents held protests here to share their experiences and voice their concerns; and

WHEREAS, a group of Benicia residents have formed a community organization called Benicia Black Lives Matter and made requests for changes to address unconscious bias in City operations, including the Benicia Police Department; and

WHEREAS, many of its requests for change in the Benicia Police Department have been made or are underway; and

WHEREAS, the City of Benicia acknowledges that more anti-bias training, education and communication is needed.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia does hereby direct staff to take the following actions:

- Finalize the attached job description for an Equity and Diversity Manager to coordinate City activities described in this report with the following salary range:

A	B	C	D	E
8,949.87	9,397.36	9,867.23	10,360.59	10,878.62

- Authorize filling the Equity and Diversity Manager position as a part-time .75 FTE, with funding of \$133,000 transferred from the General Fund unassigned fund balance to the General Fund, and proceed with recruiting to fill the position;
- Join the Government Alliance on Race and Equity (GARE) and explore National League of Cities’ Race, Equity And Leadership (REAL) Initiative.
- Mandate annual anti-bias training for City employees and elected and appointed officials similar to the training requirements already in place for ethics and harassment prevention and authorize the transfer of funding of \$8,000 from the General Fund unassigned fund balance into the General Fund.

- Recognize Juneteenth (June 19th) as a City holiday with appropriate recognition and programming to share the history with the community and coordinated activities through the Benicia Public Library.
- Establish a Benicia Public Library program related to BLM. The program will include a current and continuously updated inventory of books and other materials on the topic of racial equity and the history of racism in America, along with relevant programming consistent with the mission of the Library. The Library is open to suggestions for forums, displays, and exhibits to further educate the community and provide a voice for marginalized members of the community.
- Commission a report on the Equity Indicators in Benicia similar to one prepared for the City of Oakland. (<https://cao-94612.s3.amazonaws.com/documents/2018-Equity-Indicators-Full-Report.pdf>) According to Oakland’s website, “Such a report can be used to develop a baseline quantitative framework that can be used by City staff and community members alike to better understand the impacts of race, measure inequities, and track changes in the disparities for different groups over time. This framework can then be used to guide and inform policies that address these disparities.” Authorize a budget allocation of \$75,000 from the General Fund unassigned fund balance into the General Fund to cover costs associated with hiring consulting assistance.
- Create a City Council subcommittee and establish a relationship with the Benicia Black Lives Matter (BBLM) committee structured similar to the City/Benicia Unified School District (BUSD) liaison committee. Representatives would include two Council members, the City Manager, the Police Chief and any other relevant City staff. BBLM would designate its representatives. Agendas would be jointly determined and an annual report made to the City Council on progress. Meeting schedule and other details would be co-created.
- Evaluate ways to improve the City’s civic engagement efforts and remove barriers to allow broader community inclusion in City business. More tools similar to Benicia Town Hall are needed.
- Explore ways to support business opportunities for Black residents—seek opportunities for BBLM to work with the Chamber of Commerce and Benicia Industrial Park Association and other business organizations and consider holding City workshops to assist. Consider re-evaluating use of the Commanding Officers Quarters as a business incubator to support this effort.
- Create a webpage with resources for those interested in learning about the City’s actions related to BLM and with appropriate resources provided.

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was adopted by the City Council of the City of Benicia at a regular meeting of said Council held on the 25th day of August, 2020, by the following vote:

Ayes:

Noes:

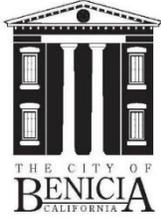
Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date



CITY OF BENICIA EQUITY AND DIVERSITY MANAGER

DEFINITION:

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 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.

REPRESENTATIVE DUTIES:

- Identifies racial disparities and the systemic causes that may exist within the City of Benicia organization and community.
- Oversees design, coordination, and implementation of programs, policies and practices aimed at addressing any systemic racial disparities, if they are found to exist, in the delivery of city services.
- Develops and creates awareness and understanding in the use of an equity lens to develop and implement programs and practices.
- Creates an infrastructure to sustain the city's commitment to racial equity.
- Implements the city-wide Racial Equity Plan and other related plans.
- 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:

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. A Master's degree or other advanced degree in a related field is desirable.

Experience

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

Knowledge of:

- Theories, principles and practices of effective management and strategic planning process and techniques.
- Social, political and environmental issues influencing equity program development and implementation.
- 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 issues.
- How inequities were created, are currently reinforced and maintained, and can be removed.
- Principles and practices of community and public relations.

Ability to:

- Plan, organize, manage and direct the implementation of equity programs.
- Effectively manage diverse employees and groups and apply effective management skills in the areas of planning and project management including organizing, directing, motivation, and evaluation.
- 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.
- Speak clearly, explicitly and convincingly to diverse audiences.

- Recognize and acknowledge ones' own cultural and racial blind spots and work toward addressing them.
- Exercise sound, expert independent judgment and political acumen within general policy guidelines.
- Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.
- Build effective strong working relationships, partnerships and networks with communities of color, and the organizations that serve them.

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.

POSITION INFORMATION:

Originated: August 2020

Civil Service: Exempt (at-will employee)

City Council: New position; approved August 25, 2020 (Reso 20-XX)

FLSA: Exempt

Unit: Middle Management

Civil Service Classified/Non-Classified: Non-Classified