



*The City of San Luis Obispo invites your interest in the position of:*

# DIVERSITY, EQUITY & INCLUSION MANAGER





# ABOUT THE CITY: SAN LUIS OBISPO

## CITY VALUES

Located in the heart of California, the City of San Luis Obispo (SLO) offers a rich quality of life to its residents. SLO is a changing community that partners with Cal Poly, Cuesta Community College, and CBOs on a variety of projects and programs, including DEI efforts. These partnerships and others have the potential to bring about meaningful and systemic changes. The City embraces **Healthy And Smart (HAS)** as its workplace and organizational culture. **Healthy** is demonstrated through their commitment to openness and transparency, collaboration with stakeholders throughout the community and organization, commitment to lifelong learning through professional organizations and our Leadership and Learning Academy, employee recognition, and a collegial executive team. **Smart** is evident when you meet City employees who are incredibly knowledgeable in their disciplines, implement state of the art tools and technology, and think strategically.

As one of four Major City Goals for FY 2021-23, **San Luis Obispo is committed to fostering a more welcoming and inclusive city for all.** To honor that commitment, the City has dedicated significant resources to Diversity, Equity, and Inclusion efforts, including the creation of this DEI Manager position and related support positions and budget. The City and its partner organizations will fully support the incumbent in their efforts and leadership will be actively supportive and involved in their success.

## COST OF LIVING

The many benefits of SLO make it one of the most idyllic cities in California, and one with a higher cost of living than many areas. The City understands this and offers a salary and benefits package that takes cost of living into account, including relocation assistance for new hires relocating from more than 50 miles away.

Additionally, there are nearby communities that have a lower cost of living and easy, no-traffic commutes to City Hall.

**Median Home Price\***  
*City of SLO:*

**\$755,000**

**Average Rent (2-bedroom)\***  
*City of SLO:*

**\$1,918/month**

\*Information based off Realtor.com, Apartments.com

## SLO AT A GLANCE



**45,000 residents**



**315 days** of sunshine per year



**4th lowest** commute time in the US



Home to one of the most vibrant and largest ongoing **Farmer's Markets** in the nation



Home to a nationally ranked technical university, **California Polytechnic State University**



**10 minutes** from the **Pacific Ocean**



**Bicycle-friendly commuter status**

*(Recognized by the League of American Bicyclists Gold Level Award)*



**3,775 acres of open space** with abundant trails for hiking and biking



**28 parks** with a skate park, soccer fields, ball fields, and newly remodeled playgrounds

# ABOUT THE POSITION:

## THE ROLE

Under direction of the City Manager, the Diversity, Equity, and Inclusion Manager will assume full responsibility for planning, developing, and implementing City-wide internal and external initiatives and programs with the goal of strengthening and building a culture of diversity, equity, and inclusion. The individual must demonstrate a commitment to the City's core values. This position will lead and collaborate with senior leadership and the Human Resources Department in the ideation, coordination, administration, and management of all DEI programs, including learning content, staff development, policy and practice improvement, and community engagement efforts. The incumbent will be responsible for helping to execute recommendations identified by the **Community DEI Task Force** in January 2021, including the development and implementation of a DEI Strategic Plan for the City.

Unique from other management-level positions and classes, the DEI Manager's sole focus on DEI initiatives and programs and extensive involvement in politically sensitive programs, projects and policies make the position highly visible both internally and externally in the community.

## THE IDEAL CANDIDATE

The City of San Luis Obispo is looking for a passionate advocate who intimately understands the importance of diversity, inclusion, community-building, belonging, and equity in both the workplace and the community at large. The successful candidate will have a proven record of implementing programs and practices that prioritize these values, and work in closely with community partners.

The right candidate will be a culturally competent leader, confident change agent, and strategic thinker. They will listen to the needs of marginalized individuals in the community and be able to turn that feedback into action within the organization and the community. In the desire to **increase belonging, build bridges** and **celebrate differences**, the individual must be empathetic, open-minded, have lived experience in diverse environments, and have an exceptional ability to connect with individuals of diverse backgrounds and perspectives.

## BENEFITS OF THE POSITION

As this is a brand new role, the Diversity, Equity and Inclusion Manager will have the agency, authority, and influence to set the expectation for this position.

Organization and community needs have been identified via DEI Task Force, community engagement, and employee feedback; there are many opportunities to make a real impact.

San Luis Obispo has a strong network of community advocates who are driven to advance and cultivate inclusion and organizational and community change.

The City has invested significant time and resources to support the advancement of DEI; the DEI Manager will be surrounded by leadership, community partner, and staff support.

## KEY TRAITS

*for the DEI Manager*

1

An Expert in the DEI Field

2

Strategic

3

Organized

4

Culturally Competent

5

Empathetic

6

Nimble



## KNOWLEDGE & EXPERIENCE

The ideal candidate would have experience working directly with people from diverse racial, ethnic, cultural, and socio-economic backgrounds and building diversity and inclusion strategies, programs, and projects from the ground up. The successful candidate would also possess:

### Robust knowledge in:

- ✱ Principles related to diversity, equity, and inclusion
- ✱ Issues affecting people of diverse racial, ethnic, cultural, and socioeconomic backgrounds
- ✱ Intersections of race, power, and privilege within the context of an organizational structure
- ✱ Practices related to community outreach and engagement
- ✱ Practices of program design, implementation, management, evaluation, and budgeting
- ✱ Practices of leadership, coaching, empowerment, and teamwork
- ✱ Practices of management, supervision, training, and employee evaluation

### The ability to:

- ✱ Plan, develop, organize, implement, oversee, and evaluate DEI initiatives and programs
- ✱ Remain informed regarding current DEI issues affecting San Luis Obispo and the region
- ✱ Present trainings, facilitate meetings, and build collaborations
- ✱ Engage the community and City employees to identify priority needs and gaps, and co-create solutions
- ✱ Make sense of complex, high-quantity, and sometimes contradictory information to effectively solve problems
- ✱ Use tact and diplomacy to effectively handle a broad range of high-level and sensitive interpersonal situations with diverse personalities and perspectives
- ✱ Effectively navigate tensions that arise when engaging in difficult conversations and decision-making across various constituent groups
- ✱ Effectively supervise, plan, assign, direct, and evaluate the work of staff; provide leadership, coaching, and support
- ✱ Review, interpret, and implement policies, procedures, and programs
- ✱ Communicate effectively, both orally and in writing, to develop and deliver communications that convey a clear understanding of the unique needs of different audiences, internally and externally
- ✱ Represent the City effectively in meetings with commissions, community groups, academic environments, governmental bodies, the media, and the public.



## EDUCATION & QUALIFICATIONS:

The right candidate must demonstrate an acceptable level of education and experience to perform the duties of this position. A typical way to achieve the right qualifications might be:

Graduation from a four-year college or university with major coursework in sociology, education, public administration, ethnic studies, or a closely related field.

Five years of experience managing DEI, community outreach, or social justice programs, including program development, project and change management, leadership and staff development, strategic planning and consulting, and introducing DEI concepts and initiatives to the workplace and/or community.

Experience building a DEI strategy or program from the ground up and a deep understanding of the issues facing underrepresented populations are desirable.

# BENEFITS & HOW TO APPLY

The City is committed to providing competitive compensation as part of an overall strategy to attract and retain highly qualified individuals who exemplify the City's organizational values.

## Salary

The salary range for the Diversity, Equity and Inclusion Manager is \$103,428.00 - \$129,272.00 annually. Placement within the range is dependent on qualifications and experience.

## Relocation

Reimbursement or signing bonus up to \$10,000 if relocating more than 50 miles.

## Health Insurance

The City will contribute the following monthly amounts towards your health plan benefits: \$600 for single employee, \$1,187 for employee + 1, or \$1,607 for family coverage.

## Retirement

CalPERS Classic Members are enrolled in the 2% @ 60 formula; New Members are enrolled in the 2% @ 62 formula. The City does not participate in Social Security.

## Schedule and Time Away From Work

Enjoy the "SLO Life," a 9/80 work schedule, a remote/hybrid work schedule, 12 days of vacation per year, 12 days of sick leave annually, and 13 paid holidays.

## Professional Development

Your professional growth in the area of diversity, equity and inclusion will be supported. Additionally, the City sponsors leadership and learning academies through The Centre for Organization Effectiveness.



## HOW TO APPLY

Interested parties should apply through the City's website at <https://www.governmentjobs.com/careers/slobispo> by midnight on **November 30, 2021**.

Please attach your resume and a compelling cover letter.

If selected to interview for this position, we plan to have oral boards on December 14 and/or 15 and then second interviews in person on December 16. Please hold these dates.

If you have any questions, please contact Bob Hall at (714) 309-9104.