

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:

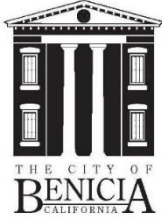
Absent:

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