

PROPOSED ORDINANCE NO. _____
AUTHORIZING THE CREATION AND
DESIGNATION OF
THE POSITION OF DIVERSITY, EQUITY AND INCLUSION OFFICER

WHEREAS, the City of Stamford benefits from the presence, participation and opportunity for full involvement of individuals from different races, ethnicities, sexual orientations, abilities and genders, gender identities or expressions, national origins and religions and socio-economic backgrounds; and

WHEREAS, the City of Stamford has recognized the need for a Diversity, Equity and Inclusion Officer to provide direction, support and communications in the areas of equity, diversity, inclusion and related compliance matters for all City related functions and activities; and

WHEREAS, it has been determined that the best way to accomplish this goal is to create a position in the Pay Plan of Diversity, Equity and Inclusion Officer and to designate said position as unclassified; and

WHEREAS, in accordance with the Pay Plan for Non-Union, Appointed and Elected Officials ("the Pay Plan"), the Personnel Commission, upon recommendation of the Director of Personnel and Human Resources, approved the position classification and placement of the position on the Pay Plan salary grid pursuant to Section C5-10-3 of the City of Stamford Charter; and

WHEREAS, the Board of Representatives has the power to designate a position as unclassified pursuant to Section C5-20-15(g) of the City of Stamford Charter.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF STAMFORD THAT:

CHAPTER 40 (OFFICERS AND EMPLOYEES) OF THE CITY OF STAMFORD
CODE OF ORDINANCES SHALL BE APPENDED AS FOLLOWS:

ARTICLE xxxxx

Sec. 40-xxx. Creation and designation.

The position of Diversity, Equity and Inclusion Officer is hereby designated as an unclassified position in the Department of Legal Affairs reporting to the Director of Legal Affairs.

Sec. 40-xxx. Duties and Qualifications.

Under the general direction of the Director of Legal Affairs, the Diversity, Equity and Inclusion Officer (DEI Officer) is responsible for providing direction, support and communications in the areas of equity, diversity, inclusion and related compliance matters for all City related functions and activities.

The duties and qualifications of the DEI Officer are set forth in greater detail in the position description entitled "Diversity, Equity and Inclusion Officer" as maintained by the Director of Personnel and Human Resources, which is hereby incorporated by reference as if fully set forth herein, including any additional terms and conditions of employment or duties required from time to time when not inconsistent with this ordinance and reasonably necessary to carry out its purposes.

Sec. 40-xxx. Appointing Authority.

The appointment of the DEI Officer shall be by the Director of Legal Affairs with the concurrence of the Mayor on behalf of the City.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon approval.

Matthew Quinones, President, and Susan Nabel, Clerk, do hereby certify that the foregoing ordinance was _____ by a vote of _____ by the 30th Board of Representatives at the Meeting held on _____, _____.

Matthew Quinones, President
Dated this _____ day of _____, 2021

Susan Nabel, Clerk
Dated this _____ day of _____, 2021

David R. Martin, Mayor, City of Stamford
Dated this _____ day of _____, 2021

EFFECTIVE DATE: _____, 2021

cc: Mayor David R. Martin
Michael Pollard, Chief of Staff to the Mayor
Mark McGrath, Director of Operations
Sandra L. Dennies, Director of Administration
Kathryn Emmett, Esq., Director of Legal Affairs
Ted Jankowski, Director of Public Safety, Health & Welfare
Lyda Ruijter, Town Clerk

Department: Legal
FLSA: Exempt
Classified: Pay Plan
Salary Range: Grade 6
Reports to: Dir of Legal Affairs

Adopted: March 25, 2021

City of Stamford

Diversity, Equity and Inclusion Officer

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Director of Legal Affairs, the Diversity, Equity and Inclusion Officer (DEI Officer) will provide direction, support and communication in the areas of equity, diversity, inclusion and related compliance matters for all City related functions and activities. This includes directing the execution of the City's diversity agenda in the areas of community engagement, procurement, recruitment, hiring and retention, leadership and career development. The DEI Officer will serve as the City's Affirmative Action Officer. The DEI Officer will develop policies to attract, retain and promote a diverse workforce. The DEI Officer will assist with creating best practices to enhance workplace engagement and assist in identifying and developing high-potential talent. Under the general direction of the Mayor, performs the duties of the Disadvantaged Business Enterprise Program (DBE Program) Liaison Officer, implementing all aspects of the DBE Program and ensuring that the City complies with all provisions of 49 CFR Part 26.

EXAMPLES OF WORK (Illustrative Only)

- Take a lead role in facilitating the development of strategies, policies and guidelines to advance understanding of equity and diversity issues across the workforce and community.
- Researches, develops, recommends, and executes creative strategies to foster the organization's diversity goals.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the company's diversity goals.
- Collects and analyzes statistical data to evaluate the company's population in accordance with diversity standards and goals.
- Partners with Human Resources to develop and implement recruiting and hiring strategies to attract employees from diverse backgrounds.
- Participates in recruiting efforts for City positions.
- Develops and/or acquires training and development to aid diversity and retention initiatives.
- Provides guidance to supervisory and human resources staff in developing objective performance and other employee evaluations and policies.
- Acts as City liaison with government agencies concerning affirmative action and equal employment opportunities.

- Represents the City in the community as a partner committed to equity, diversity and inclusion with the local business community, community groups, federal, state and local agencies.
- Maintains knowledge of diversity-related issues, legislation, and best practices.
- Provides training and policy updates to colleagues, ensuring legal compliance of management and human resources staff.
- Participates with human resources and legal in the investigation of human rights and discrimination complaints filed against the City.
- Compiles and files EEO reports as required by federal and state agencies.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of federal, state, and local equal employment opportunity laws and regulations.
- Thorough knowledge of Diversity, Equity and Inclusion best practices, concepts and programs.
- Strong interpersonal skills; able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies.
- Excellent organizational skills and attention to detail.
- Excellent analytical skills with the ability to use data to inform strategy and program development.
- Demonstrates cultural competency and sensitivity to work with diverse constituencies of various backgrounds (ethnic, racial, cultural, economic, educational etc.)
- Ability to work independently and as a team leader.
- Ability to work in a fast-paced environment, manage time and meet deadlines.
- Ability to exercise discretion and maintain confidentiality.
- Excellent verbal and written communication skills including proven dispute resolution skills.
- Knowledge of investigatory practices and report writing.
- Proficient with Microsoft Office Suite or related software.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Bachelor's degree in Human Resources or related field with a minimum of seven-years of recent Human Resources or related experience with at least three years specializing in equal employment opportunity, affirmative action, and diversity programs. A Master's Degree in a related field may substitute for two years of the Human Resources experience.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

| NEVER (N) | OCCASIONALLY (O) | | | | FREQUENTLY (F) | CONSTANTLY (C) | | | |
|----------------------------|------------------|---|---|---|---|------------------|---|---|---|
| 0 % of Shift | 1-33% of Shift | | | | 34-66% of Shift | 67-100% of Shift | | | |
| Frequency: | N | O | F | C | Frequency: | N | O | F | C |
| Physical Demands: | | | | | Depth Perception | | X | | |
| Standing | | X | | | Color Distinction | | X | | |
| Walking | | X | | | Peripheral Vision | | | | X |
| Sitting | | | X | | Driving | | X | | |
| Lifting | | X | | | Physical Strength: | | | | |
| Carrying | | X | | | Little Physical Effort (-10 lbs.) | | X | | |
| Pushing | | X | | | Light Work (-20 lbs.) | | X | | |
| Pulling | | X | | | Medium Work (20-50 lbs.) | | X | | |
| Climbing | | X | | | Heavy Work (50-100 lbs.) | X | | | |
| Balancing | | X | | | Very Heavy Work (100+ lbs.) | X | | | |
| Stooping | | X | | | Environmental Conditions: | | | | |
| Kneeling | | X | | | Cold (50 degrees F or less) | X | | | |
| Crouching | | X | | | Heat (90 degrees F or more) | X | | | |
| Crawling | X | | | | Temperature Changes | | X | | |
| Reaching | | X | | | Wetness | X | | | |
| Handling | | X | | | Humidity | X | | | |
| Grasping | | X | | | Extreme Noise or Vibration | | X | | |
| Twisting | | X | | | Exposure to Chemicals | X | | | |
| Feeling | | | X | | Exposure to Gases and Fumes | X | | | |
| Talking | | | X | | Exposure to Unpleasant Odors | | X | | |
| Hearing | | | | X | Exposure to Bodily Fluids | X | | | |
| Repetitive Motion | | X | | | Exposure to Dampness | X | | | |
| Hand/Eye/Foot Coordination | | X | | | Confinement to a Small/Restricting Area | X | | | |
| Visual Acuity/Near | | X | | | Mechanical Hazards | X | | | |
| Visual Acuity/Far | | X | | | Physical Danger | | X | | |

The above statements describe the general nature and level of work performed by the employee assigned to this position. They are not an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Stamford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

This job description is not inclusive of all job functions and reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.