



Eileen M. Donoghue
City Manager

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Assistant City Manager

MEMORANDUM

TO: Mayor Leahy and Members of the City Council

FROM: Eileen Donoghue, City Manager *EMD*

DATE: September 28, 2021

SUBJECT: Motion Response – Stop the Spread Testing
C. Nuon – 9/14/21 - Req. City Mgr. Provide An Update Regarding Hiring Process To Fill The ARPA Finance Manager, As Well As The Process And The Timeline For The DEI Officer.

Following the City Council's adoption of an ordinance creating the position of American Rescue Plan Act (ARPA) Finance Manager on August 10, 2021, the position was posted by HR. The posting closed earlier this month, and City personnel assigned to a screening committee are currently reviewing the applications received. As previously described, this position will be responsible for overseeing the development and implementation of a multi-year spending plan for federal relief aid received by the City, and will be funded directly by ARPA. I will be sure to inform the Council when hiring for this position has been finalized.

The City Council passed an ordinance creating the position of Chief Diversity, Equity, and Inclusion (DEI) Officer on September 14, 2021. HR intends to post the position during the week of September 27. The job description for the position is attached. As the position closes, a panel of appropriate City personnel will be assembled to screen and interview the applicants.

**City of Lowell
Job Description**

Post Date:

Deadline:

Chief Diversity, Equity, and Inclusion (DEI) Officer

Job Title: Chief Diversity, Equity, and Inclusion (DEI) Officer
Department: City Manager's Office
Reports to: City Manager, Human Relations Director
FLSA Status: Exempt
Union: Ordinance/Non-Union
\$85,503.16 (min) to \$98,047.04 (max); 35 hours per week

SUMMARY:

The Chief Diversity, Equity, and Inclusion (DEI) Officer is the principal advisor to the City Manager on issues of diversity, inclusion, and equitable practices throughout the City of Lowell. This is a newly created position that will provide leadership and serve as a channel and resource for numerous divisions, staff programs, and activities to promote inclusive excellence and welcoming environments for all. The priority of this role will be in assisting the City in its efforts to create and maintain a diverse workforce and provide equitable outcomes for employees and residents by working across departments to examine and revise policies and procedures, generate, and analyze data, and propose and implement change as needed. This role ensures professional and organizational efficiency in the application of prescribed policies, procedures, and methods. The Chief DEI Officer will develop and implement a comprehensive strategy aimed at fostering a more inclusive and culturally competent workforce that is better positioned to serve Lowell's diverse population.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides city-wide direction/support/communication in the areas of diversity, inclusion, accessibility and related compliance matters to include updating directors, division heads, and administrators on the impact of changes to state and federal regulations and legislation as well as executive orders; stays current on laws, regulations, trends and best practices related to diversity and inclusion.
- Interacts with all city departments, including schools, to enhance existing programs and develop new programs that encourage active engagement in activities that demonstrate the city's commitment to inclusion.
- Maintains and monitors the implementation of the city's Non-Discrimination and Harassment Policy for employees, residents, students, and staff and conducts training sessions with City departments and offices on a regular and on-going basis.
- Develops and supervises programs designed to support new vendors with compliance and bidding requirements.
- Works in conjunction with the Human Relations Department to enhance recruitment and retention efforts related to a more diverse and representative workforce and examines hiring and employment practices for disparate impact to make recommendations for revisions as needed.

- Tracks the racial, ethnic, and gender metrics of the City’s workforce and prepares reports and statistical analyses.
- Represents the city at the community meetings associated with diversity and attend public meetings sponsored by federal, state and city agencies.
- Participates in local and regional organizations that promote and work to improve “quality of life’ of residents without regard to race, color, national origin, religion, age, physical or mental disability, general or sexual orientation.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishment.

OTHER SKILLS AND ABILITIES

- Deep understanding of diversity challenges and an ability to appropriately but firmly challenge deeply held beliefs and assumptions which perpetuate discrimination in a way that doesn’t generate unnecessary conflict.
- Excellent communication skills, both written and verbal. Ability to follow directions with attention to detail. Ability to provide excellent frontline customer service.
- Advanced knowledge of commonly used organizational diversity and education resources concepts, practices and procedures. Working knowledge of training best practices, advanced knowledge of professional development training programs.
- Ability to maintain confidential information and to respond quickly to unexpected project with short deadlines or changes in important procedures. Ability to prepare written reports to executive level staff on initiatives.
- Excellent public speaking, facilitation, organizational and analytical skills.
- Skill in developing metrics for measuring the effectiveness of diversity initiatives implemented.
- Creative and innovative skills with the ability to think outside of the box and develop new ideas and initiatives.
- Ability to operate effectively in an environment of ambiguity and constant change, managing multiple concurrent projects, setting priorities and driving them to completion.
- Knowledge and experience with federal and state civil rights laws related to confidentiality, affirmative action, equal opportunity and disability issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Master’s degree in organizational development, counseling, human resources or related field, and 7 to 10 years of progressively responsible related experience, two of which were in managerial capacity. Experience implementing diversity and inclusion programs and educational tools; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Certified Diversity

Professional (CDP), Certified Diversity Executive (CDE), Cornell Certified Diversity Professional (CCDP) or other related diversity certification is desired but not required. Ideal candidate will be bi-lingual in English and Spanish.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ . Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer