

TO: Personnel Board  
FROM: Victoria Larson  
DATE: August 5, 2020  
SUBJECT: Equity and Social Justice Manager

Mayor Satya Rhodes-Conway and Department of Civil Rights (DCR) Director Norman Davis are recommending the creation of a new classification of Equity and Social Justice Manager (CG 18, R 15.) This request is supported by a recent ask by internal City diversity groups to increase the capacity of the City's equity work. This new manager will oversee City equity work, which includes the internal City equity work, external equity work through existing Neighborhood Resources Teams, disability rights work, and Title VI compliance, which includes language access programming. Also, in order to increase capacity, the current Neighborhood Resource Team Coordinator (CG18, R10) will transfer from the Mayor's Office into the vacant Equity Coordinator position, in order to continue facilitation of equity work in the community. After review, and for the reasons outlined below, I recommend the following:

- Create a new classification of Equity and Social Justice Manager in CG18, R15.
- Recreate vacant position #4552 of Equity Coordinator (CG18, R10) as an Equity and Social Justice Manager in the Department of Civil Rights budget.
- Recreate position #4391 of Neighborhood Resource Coordinator (CG18, R10) as an Equity Coordinator (CG18, R10), moving from the Mayor's Office budget to DCR's budget, and incumbent T. Saqqaf be reallocated to the new position.

Currently, DCR's structure entails two unit managers both in CG 18, R 15, one administrative supervisor, and two coordinators, which report directly to the director. These employees include the managers of the Affirmative Action section and the Equal Opportunities section, the Disabilities Rights and Services Specialist, and the Equity Coordinator. Recently, DCR Director Davis has identified a gap around the City's compliance with Title VI of the Civil Rights Act, which includes programs like language access for the community. The current Disability Rights and Services Specialist has taken on language access as part of his position, but this has reduced his capacity to perform Disability Rights duties and responsibilities. In addition, while the Equity Coordinator position has reported directly to the DCR Director, its work is linked to Title VI compliance and disability rights in that all these issues involve equitable access to City services by the community. The creation of an additional manager to oversee Disability Rights and Services, Title VI compliance, and Equity will result in improved efficiency, capacity, coordination, and strategy around these similarly connected issues and improve Title VI compliance efforts. The combining of these programs under one manager will also allow the City to take a more expansive view of social justice, allowing us to better think about and address the intersectionality of disability, race, and other identities. This will help ensure communities of color, our disabled community, and low-income communities have a voice in all the programs that impact them and ensures that everyone has meaningful access to City services. Having a manager that oversees the Equity Coordinator, Disability Rights Specialist, and Title VI work will also provide higher-level authority when carrying out projects and compliance. In addition, having another manager who focuses on the day-to-day management will allow DCR's Director to focus on the broader scope of long-range equity planning, budgeting, and ensuring DCR's programming overall are creating proactive spaces and are aiding in the design of equitable systems. The focus of the new work

unit is equity and social justice, so a new classification title of Equity and Social Justice Manager is appropriate.

Because this is a new classification that does not exist in the current classification system, it is necessary to determine the appropriate compensation level. This position will have management-level responsibilities, as described above, and will have direct supervision over two high-level professional positions. The Disability Rights and Services Specialist and Equity Coordinator positions are both in CG18, R10. In looking at the Affirmative Action unit, the AA Manager, in CG18, R15, supervises 3 professional Contract Compliance Specialist positions that range from CG18, R4 to R8, and a professional Affirmative Action Specialist in CG18, R10. The EO Manager also supervises 3 professional EO Investigators between CG18, R4 and 8, and a Paralegal/Mediator in CG18, R07. These sections are all similar in size and composition. All three manager positions report directly to the DCR Director. The level of duties proposed are similar to DCR’s Affirmative Action Manager and Equal Opportunity Manager, therefore comparable placement of the new classification in CG 18, R 15 is justified.

The recreation of the Neighborhood Resource Coordinator position as an Equity Coordinator will also assist with the better coordination of equity services in the community. Neighborhood resource work has long been regarded as racial equity work but with a greater connection to the community. Much of the Equity Coordinator work was previously focused on the internal workings of the City. The combination of this work with the support of an additionally created management position will better connect these City services that are already providing support to one another. NRTs officially becoming part of DCR’s work will help build better connections with City neighborhoods, create more awareness of DCR programming, increase more neighborhood input in DCR programming/efforts, and increase collaboration with City-wide efforts overall. The Neighborhood Resource Coordinator and Equity Coordinator are in the same compensation group and range and have similar qualifications, which allows for the current Neighborhood Resource Coordinator to be moved into the role of Equity Coordinator through this process. We recognize that this is going to be a change in the duties and responsibilities of this position which will likely result in a position study in the near future, once the manager role and this position’s role is more clearly defined.

For all the reasons discussed in this memo, I recommend the creation of the classification of Equity and Social Justice Manager in CG18, R15, and recreation of the current Equity Coordinator position as the Equity and Social Justice Manager. I also recommend position #4391 of Neighborhood Resource Coordinator be recreated as the Equity Coordinator in DCR’s budget, and the incumbent be reallocated to the new position.

The necessary resolution to implement these recommendations has been drafted.

Editor’s Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
18/15	\$90,198.16	\$108,601.22	\$121,633.46
18/10	\$71,630.52	\$86,086.78	\$96,417.10

cc: Satya Rhodes-Conway, Mayor  
Linda Vakunta, Deputy Mayor  
Norman Davis, Department of Civil Rights Director  
Tariq Saqqaf, Neighborhood Resource Coordinator