



**Assistant Chief,
Diversity, Equity,
and Inclusion
Officer**

THE COMMUNITY

The City of Los Angeles is a world-class city with a vibrant diverse economy and an unparalleled quality of life. Los Angeles is the second-largest city in the United States and has a multi-ethnic population of approximately 3.9 million. Los Angeles is one of the largest business, financial, tourist, and trade centers in the world. It is a trend-setting global metropolis with a fascinating history and a rich cultural heritage. Known for being the entertainment capital of the world, Los Angeles also offers Michelin-starred restaurants, major sporting venues and events, world renown research colleges and universities, diverse multicultural and eclectic neighborhoods, 75 miles of coastline, and hundreds of miles of cycling and hiking trails. Cultural attractions for residents and visitors alike include the Space Shuttle Endeavour, Walt Disney Concert Hall, the Getty Center, art galleries, and urban art. A combination of cultural offerings and moderate climate have established Los Angeles as not just a tourist destination but a welcoming place for new residents and a home for lifelong Angelenos.

THE CITY ORGANIZATION

The City of Los Angeles is a charter city, governed by the Mayor and the City Council. Mayor Eric Garcetti was re-elected to a second four-year term in 2017. The City Council serves full time and has fifteen members who are elected by district. The other two elective offices in the City are the Controller and City Attorney. The City's elected officials serve four-year terms. Volunteer Commissions consisting of prominent business and community leaders appointed by the Mayor and confirmed by the City Council oversee several City departments and bureaus. The City has 36 departments, bureaus, and offices for which funds are budgeted annually by the Mayor and City Council. In addition, the City has three proprietary (enterprise) Departments (the Departments of Water and Power, Harbor, and Airports), governed by Commissions, that are financed solely by revenue generated from their operations.

THE DEPARTMENT

The Los Angeles Department of Water and Power (LADWP), a highly visible proprietary department of the City of Los Angeles, the largest city-owned water and electric utility in the nation, was established more than 100 years ago. LADWP exists to serve all customers with safe, reliable and cost-effective water and power. LADWP currently services 689,000 water customers and 1.54 million electric customers with quality service at competitive prices. As a revenue-producing proprietary department, the LADWP transfers a portion of its annual estimated electric revenues to the City of Los Angeles' general fund. LADWP's operations are financed solely by water and electric services. Capital funds are raised through the sale of bonds, and no tax support is received. A five-member Board of Water and Power Commissioners governs and establishes policy for the LADWP. Leadership of the Department is provided by a General Manager, supported by an executive team. LADWP employs more than 11,000 employees who reflect the spirit of an agency that has had its share of pioneers, visionaries, civic leaders, and heroes in its first century, which will serve as its foundation for a successful tomorrow. The Department is committed to the residents of Los Angeles; in addition to enhancing communications with certified neighborhood councils, the LADWP also hosts an annual Science Bowl competition for LAUSD students, provides speakers and community exhibits for large events, and hosts an annual Lineman's Rodeo.

MISSION STATEMENT

The LADWP exists to support the growth and vitality of the City of Los Angeles, its residents, businesses and the communities we serve, providing safe, reliable and cost effective water and power in a customer-focused and environmentally responsible manner.

FIVE-YEAR VISION STATEMENT

By 2025, The Los Angeles Department of Water and Power will be recognized as an impeccably run, trusted organization with a diverse, inclusive and engaged workforce, and as a national and global leader in innovation, environmental stewardship and sustainability.

ASSISTANT CHIEF, DIVERSITY, EQUITY AND INCLUSION OFFICER (DEIO)

The Assistant Chief, Diversity, Equity, and Inclusion Officer (DEIO) is selected by and reports directly to the Sr. Assistant General Manager and Chief, Diversity Equity and Inclusion Officer. Under general direction, the Assistant Chief is responsible for the development and coordination of policy, special projects, programs and initiatives in support of the office.

The Assistant Chief, Diversity, Equity and Inclusion Officer will serve as the project manager on various initiatives by evaluating and enhancing policies, procedures and programs that align with best practices in DEI and human resources, while pursuing the organization's core values and strategic commitment to attract, retain, advance, and support a diverse workforce.

The Assistant Chief, Diversity, Equity and Inclusion Officer will lead and collaborate with executive leadership and staff at every level to ensure that the LADWP infuses principles of DEI throughout every aspect of the organization. Additionally, this position will oversee the delivery of strategic initiatives tied to LADWP's diversity and inclusion work, including the development and monitoring of: Comprehensive Diversity, Equity and Inclusion Plans, Diversity Metrics, Inter-Departmental Collaboration and Consultancy, Community Engagement and Outreach, Supplier Diversity Programs, Public-Private Partnerships, Employee Surveys and Culture Audits, and Next Practice Research and Program/Process adoption. This position will work collaboratively as well as promote LADWP's commitment to DEI through interactions with a variety of stakeholders including employees, elected officials, students, and the community at large.

Additionally, the Assistant Chief will serve as direct manager and supervisor of employees assigned to the management team to include conducting performance evaluations and/or initiating disciplinary action; manage all DEIO operations to include administrative, legislative, fiscal and budget responsibilities.

THE IDEAL CANDIDATE

The ideal candidate for the Assistant Chief, Diversity, Equity and Inclusion Officer is a courageous, dynamic, transformational leader with a demonstrated track record of operationalizing DEI framework in a complex organization. The ideal candidate will possess the following attributes:

- Strong analytical and decision-making abilities with a leadership style that promotes transparency;
- Hands-on experience in core HR functions including hiring, staff development and training, class & compensation and employee relations;
- Excellent project management and organizational skills, including the ability to prioritize tasks, manage budgets and timelines;

- Ability to establish strong collaborative relationships to emphasize an effective and positive work environment;
- Experience and demonstrated success in working with diversity and inclusion programs, with an understanding on using metrics to guide the work and the organizational transformation;
- Ability to justify resource needs to executive leadership;
- Superior relationship building skills at all levels, with the ability to interpret and summarize data to assist management in achieving strategic and operational goals;
- Exceptional communication skills; clear and articulate oral and written communication skills, including report writing and presentation abilities and experience with multiple communication modes, including social media;
- Experience creating and implementing the roll-out of diversity, equity and inclusion programs and initiatives including instructional design and development, assessment and training;
- High degree of organizational skills and ability to manage multiple, competing projects and priorities simultaneously;
- Strong interpersonal skills; ability to navigate internal and external stakeholders and foster strong, productive relationships to embrace LADWP's equity plan and communicate its importance;
- High emotional intelligence and core values that include integrity, empathy, collaboration and service excellence;
- Experience in directly advocating policy positions to executives and elected officials;
- Ability to act as a facilitator and catalyst for transformative change;
- A deep passion and commitment to diversity, equity and inclusion work and advancing racial equity and social justice solutions;
- Demonstrated success in managing and developing staff;
- Experience working with or in a public sector organization serving large complex urban environments;
- Business savvy with the ability to adjust to the organizational fluidity.

EXPERIENCE AND EDUCATION

Qualified applicants must have a bachelor's degree in a relevant field from an accredited institution, advanced degree preferred, and at least 3-5 years of management experience.

SALARY

The salary for the Assistant Chief, Diversity, Equity and Inclusion Officer starts at \$212,078 and is negotiable depending on experience and qualifications.

APPLICATION PROCESS

To be considered, please submit your resume and cover letter outlining your background and experience that makes you the ideal candidate electronically to acdeio.ladwp@thehawkinscompany.com by January 24, 2022. Additionally, a writing sample should be submitted with the resume and cover letter. The writing sample should address the following: **1)What does DEI mean to you? 2)How would you integrate principles of DEI in all operational areas within LADWP?** The writing sample should be thorough and concise (no longer than five (5) paragraphs).

For additional information or questions, please contact Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com, or Ms. Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com or Ms. Adrienne Montgomery at 310-995-3884, adrienne@thehawkinscompany.com.



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