



EXECUTIVE RECRUITMENT FOR
**CITY OF HAYWARD
EQUITY AND
INCLUSION OFFICER**



diverse



strong



unified



community





LOCAL AND REGIONAL
GOVERNMENT ALLIANCE ON
RACE & EQUITY

EQUITY AND INCLUSION OFFICER

LEADERSHIP OPPORTUNITY

The City of Hayward is conducting an executive search for an Equity and Inclusion Officer. This strategic and resourceful leader will operationalize a city office charged with developing a comprehensive equity framework to be adopted by all city departments. This role influences all areas and functions within the city. This role is symbolic of Hayward's continued commitment to be a best- in-class city in supporting all residents. The Equity and Inclusion Officer will join a city with an executive leadership team committed to providing excellent services to the entire Hayward community.

Under the general direction of the Assistant City Manager, the Equity and Inclusion Officer serves as the key strategist for the City's overall diversity, racial, equity, inclusion and justice initiatives; utilizes a variety of innovative tools, data, resources and mechanisms to prioritize justice, equity and inclusion efforts in all City's programs and practices; and conducts specific and comprehensive analyses of a wide range of municipal policies, pertinent legislation, organization procedures, finance and services, to assume responsibility for a diverse, equitable and inclusive City.

CITY OF HAYWARD VALUES

- CARING
- OPENNESS
- INTEGRITY



PRIORITIES FOR EQUITY AND INCLUSION OFFICER

- Develop a Language Access Plan
- Update of the Racial Equity Plan
- Implement Citywide Racial Equity Training

RUSSELL CITY REPARATIVE JUSTICE PROJECT

The City of Hayward is working with former Russell City residents and their descendants to explore appropriate reparative responses to the forced relocation of Russell City residents from their homes and businesses.





THE IDEAL CANDIDATE IS:

- A seasoned Diversity, Equity, Inclusion, and Belonging professional;
- A confident, inspiring and visionary leader who inspires others about DEI&B;
- A skilled communicator and good listener capable of building trust immediately;
- A collaborative project manager who has outstanding people and management skills and engages team members across the organization;
- A culturally competent and politically savvy leader who can navigate emotionally charged conversations while maintaining positive relationships;
- An engaging and charismatic but also data-oriented and outcome-driven problem solver with an explicit commitment to advancing equity and justice solutions; and
- Experience working with or in a public or governmental organization.

EQUITY & INCLUSION OFFICER DUTIES INCLUDE:

- Assists with defining the overarching vision, identity, and strategy to become a diverse, equitable and inclusive organization that dismantles structural systems that cause disparities.
- Leads the City 's Government Alliance on Race and Equity (GARE) trained staff, in coordination with the City's Organizational Development Manager, to ensure that organizational culture, practices and leadership development programs, are anchored in the City's diverse equitable and inclusive vision.
- Assists in the development, implementation, and compliance of relevant goals, objectives, commitments, policies, pertinent legislation, and priorities.
- Investigates, interprets, and analyzes data to prepare recommendations in relation to proposals for new programs, services, equipment, and personnel.
- Examines research best practices, disaggregated data, and community voices to make sound recommendations in support of City initiatives, plans, and commitments, including but not limited to the City's Racial Equity Action Plan, Language Action Plan and Ordinance, and the Commitment for an Inclusive, Equitable, and Compassionate Community (CIECC).
- Investigates and prepares reports on specific requests and complaints pertaining to various governmental activities.
- Confers with various members of the public to explain policies and programs.
- Ensures long-term and near-term plans fully reflect, and are inspired by, an equity lens.
- Gathers and analyzes data on existing programs; conducts surveys, and prepares proposals including financing, staffing, and organizational requirements.
- Provides continuous learning and staff support to Council committees or individual members of Council; in collaboration with Human Resources provides continuous learning and training resources regarding diversity, equity, and inclusion for City staff.



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- Represents the City in the community and at professional meetings as required.
- Responds to citizen concerns and requests for information.
- Assists in the coordination of activities of the City Manager's Office with City departments and divisions and with outside agencies.
- Partners with Community and Media Relations to communicate the City's commitment, practices, accomplishments, and learnings regarding diversity, equity, and inclusion.
- Assists in budget preparation and administration.
- Assumes responsibility for a significant functional area of responsibility as assigned.
- Selects, supervises, trains, and evaluates assigned staff.
- Performs related work as necessary.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience in education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Four (4) years of progressively responsible experience in administrative work implementing and/or developing programs, with at least one (1) year experience in a lead/supervisory capacity.

Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration, business administration, ethnic studies, organizational psychology, or a closely related field. A Master's degree is desirable.

Formal education, training, and/or certification in areas involving racial, equity, diversity, and inclusion is required.

License and Certificates: possession and maintenance of, or the ability to obtain, a valid driver's license may be required.



COMPENSATION AND BENEFITS

The salary for the Equity and Inclusion Officer ranges from **\$147,098-\$178,755** annually (DOQ). The City of Hayward also offers an attractive and competitive benefits package.

CITY OF HAYWARD'S PRIORITIES



- Enhance Community Safety & Quality of Life
- Preserve, protect & Produce Housing for All
- Confront Climate Crisis & Champion Environmental Justice
- Invest in Infrastructure
- Grow the Economy
- Strengthen Organizational Health

THE COMMUNITY

Hayward (estimated population 158,241) is strategically positioned at the epicenter of Alameda County in a metropolitan area synonymous with innovation, bold thinking, and entrepreneurship. Hayward is a thriving regional center of commerce, manufacturing activity, and trade served by three major freeways, two Bay Area Rapid Transit (BART) stations, Amtrak Capitol Corridor trains, local and commuter bus routes operated by multiple transit agencies, Union Pacific freight rail and Port of Oakland facilities. The city boasts its own thriving executive airport and enjoys easy access to three international airports- Oakland, San Francisco, and San Jose.

Hayward is the Bay Area's sixth largest municipality and ranks among the most diverse cities in California. A range of community-wide events, supported by volunteers and civic organizations, provide countless opportunities to unify residents in a celebration of community spirit. Hayward is home to California State University, East Bay; a community college; and technical, trade, and business colleges.

While undergoing transformative change, Hayward also is planning its future. A new main public library building recently constructed in the city's downtown civic center is designed to meet the highest environmental sustainability standards. Hundreds of new apartment homes have been built, approved, or put into the development pipeline within the past year. Simultaneously, the City has adopted a new Downtown Specific Plan to create a more pedestrian friendly central core and a healthy balance of housing, retail, offices, and restaurants. The City is also updating its industrial zoning to support an existing manufacturing base while meeting the needs of new information technology and advanced manufacturing companies and startups.

To learn more about this dynamic city, visit the City of Hayward's website at www.hayward-ca.gov.



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THE ORGANIZATION

Founded in 1852 and incorporated in 1876, Hayward is a charter city (adopted in 1956) and operates under a council- manager form of government. Comprised of seven members, including the Mayor, the City Council is elected at large to serve four-year, overlapping terms. The City Council is responsible for the legislative function of the city, such as reviewing public policies and adopting policies responsive to the community. The current City Manager, Kelly McAdoo, was appointed in August 2016 after serving as Assistant City Manager since 2010.

The City of Hayward is organized into 12 departments, including City Attorney's Office, City Clerk's Office, City Manager's Office, Development Services, Finance, Fire, Human Resources, Information Technology, Library, Maintenance Services, Police, and Public Works (which encompasses Engineering & Transportation and Utilities & Environmental Services). The City also operates its own municipal airport. The City has 938 full-time equivalent positions and a FY 2023/24 all-funds budget of \$401.8 million, with a general fund budget of \$197.3 million.

The city has an active social media presence, using tools such as Twitter, Facebook, Instagram, and YouTube to communicate with the community.



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CITY'S VISION

The City of Hayward is a place where people want to be. It has a growing economy, good housing options, cradle-to-career educational opportunities, and an inviting downtown. Its diverse and inclusive community is well supported with robust city services and is kept healthy and safe through innovative programs. It continues to be a leader in climate resilience and environmental justice to prepare residents to face the impacts of climate change. City staff have what they need to thrive in their work and take pride in helping Hayward continually improve.



APPLICATION PROCESS

The Hawkins Company is conducting the Equity and Inclusion Officer recruitment (search consultants). They will review all written materials submitted and will screen and evaluate applications. The most highly qualified candidates will be invited to participate in an on-site interview process. To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to eio.hayward@thehawkinscompany.com by **September 15, 2023**. Resumes received by September 15, 2023 will receive first consideration. The position is open until filled.



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For additional information or questions, please contact Mr. Todd Hawkins at 213-300-9342, Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com; or Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com.

The City of Hayward is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, gender, religion, ancestry, physical or mental disability, or marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices. If you require special accommodations, please contact us to discuss your needs.