

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DOMINIQUE BLANQUIE, HUMAN RESOURCES DIRECTOR  
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY  
PLAN MODIFYING THE SALARY RANGE OF THE DIVERSITY,  
EQUITY, INCLUSION, AND EEO OFFICER

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, amend the City Classification and Salary Plan to modify the Diversity, Equity, Inclusion, and EEO Officer salary range to \$111,603 - \$142,926 annually.

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EXECUTIVE SUMMARY

Amendments to the City's classification and salary plan require City Council approval. This Resolution amends the existing salary range of the Diversity, Equity, Inclusion, and EEO Officer from \$103,052 - \$131,653.00 to \$111,603 - \$142,926 annually.

BACKGROUND

The one-position classification of Equal Employment Opportunity and Diversity Officer was established by Council during the 2020/2021 annual budget process. At that time, the City conducted a salary analysis but only found one matching classification among our normal comparators and the salary was set based on internal alignment.

The position, subsequently retitled Diversity, Equity, Inclusion, and EEO Officer, has been vacant since 7/1/2022. The City has conducted multiple open and continuous recruitments that have failed to result in a hire. As Diversity, Equity, and Inclusion (DEI) initiatives are a priority for the City, filling the vacant position is critical to making progress towards moving the City's strategic DEI efforts forward. To that end, the City has conducted an updated salary analysis.

PRIOR CITY COUNCIL REVIEW

Not applicable.

AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN MODIFYING  
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ANALYSIS

The Diversity, Equity, Inclusion, and EEO Officer is responsible for two separate functions: 1) the City's DEI efforts and 2) the City's EEO efforts. EEO is focused on demographics on the front-end, e.g., recruitment and hiring, as well as regulatory compliance, and complaints of discrimination, harassment, and retaliation. In contrast, DEI is focused on the creation of an organizational environment that includes systems, processes, policies, and an overarching belief that people from varying backgrounds are valued, included, are supported in their efforts towards effective communication, and that the organization's culture, goals, and strategic plan are all viewed and effectuated through the lens of diversity, equity, and inclusion.

DEI Officer roles are still relatively new to local public agencies and evolving. During the survey in 2020, one comparable classification was found among our normal comparators. In the current survey, three comparable classifications were found that indicate the City's salary may be 14% below other similar positions. The role and expectations of the DEI and EEO Officer have also become more clear since the position was first established. An updated, broader review and comparison of internal salaries in the City was conducted. Based on the limited market data and internal analysis, it is proposed that the salary range be increased from \$103,052 - \$131,653 annually to \$111,603 - \$142,926 annually.

FISCAL IMPACT

This action impacts a General Fund supported job classification and will result in an increase between approximately \$8,551 and \$11,273. The cost difference this fiscal year can be paid with existing appropriations. In subsequent years, the additional cost will be part of the department budget.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

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ATTACHMENTS

- Resolution

PRESENTER

Dominique Blanquie, Human Resources Director