

OFFICER OF DIVERSITY AND INCLUSION

*Council Work Session
August 30, 2016*



LEXINGTON



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Meeting Agenda

- ☐ Mission Statement
- ☐ Position Development Timeline
- ☐ Position Objectives
- ☐ Job Description
- ☐ Proposed Organizational Chart
- ☐ Pay Grade and FLSA Status
- ☐ Questions



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Mission Statement

- ❑ To build a diverse workforce and cultivate an inclusive workplace to build both leadership and organizational capacity to deliver the superior services and programs to the citizens of Lexington.



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Position Development Timeline

- ☐ Position Approved by Council (*June 2016*)
- ☐ JAQ Completed For Position (*July 2016*)
- ☐ Job Description Completed (August 2016)
- ☐ Position Advertised (September 2016)
- ☐ Anticipated Hiring (Late Fall 2016)

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Objectives

- ❑ **Diversity** – Increase the number of minorities at all levels of the LFUCG by driving talent acquisition and focused management practices to achieve desired results.
- ❑ **Inclusion** – Continue to foster an environment at LFUCG that promotes engagement through awareness and training.
- ❑ **Dialogue** – Ensure that the to be established strategic goals created by the Officer of Diversity and Inclusion are communicated to all stakeholders.
- ❑ **Responsibility** – Assist LFUCG leadership in the implementation of the strategic goals established by the Officer of Diversity and Inclusion. Serve as a resource for LFUCG staff.
- ❑ **External Engagement** – Assist external groups, Boards and Commissions, and other entities that support or serve our citizenry.

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Job Description

- ❑ Assess the LFUCG workplace environment to find ways LFUCG could be more inclusive and diverse, and set goals for improvement.
 - ❑ Develop a Diversity and Inclusion Strategic Plan.
 - ❑ Develop a Diversity and Inclusion Annual Report to assess progress towards the Strategic Plan.
- ❑ Increase diversity and inclusion initiatives into LFUCG systems, structures, and culture.
- ❑ Update the Mayor, Council, and administrators on meaningful improvements and challenges.
- ❑ Lead LFUCG diversity and inclusion planning and implementation efforts.

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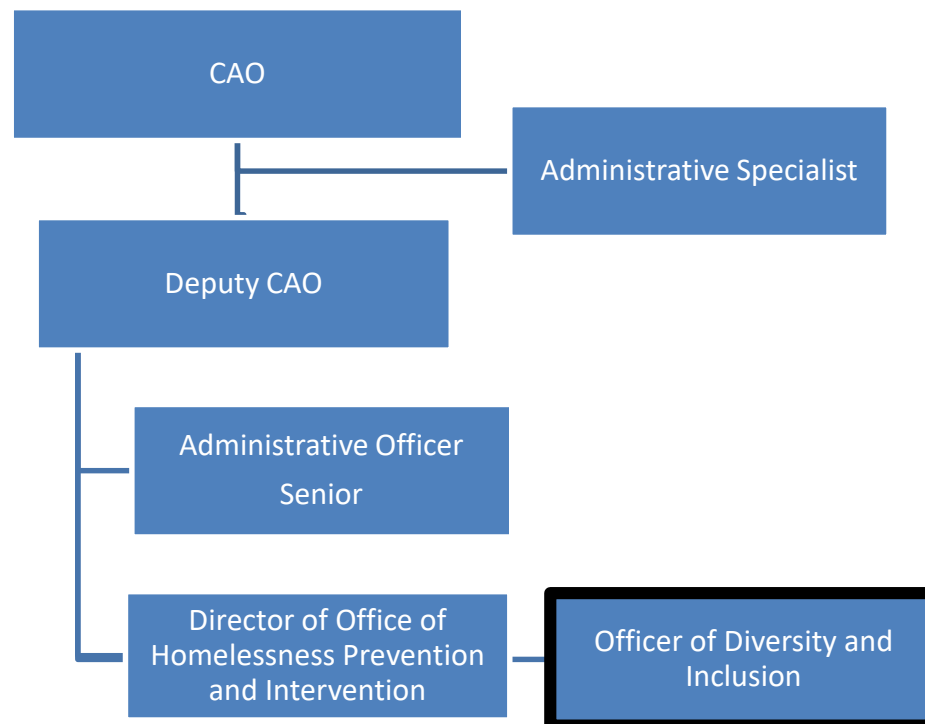
Job Description

- ❑ Establish recruiting pipelines and relationships that ensure LFUCG has access to a diverse pool of talented applicants for each of its job openings and board appointments.
- ❑ Speak for LFUCG on sensitive topics regarding historically disadvantaged groups.
- ❑ Connect stakeholders to foster collaboration on diversity issues (ex: NAACP, Foundation for Latin American and Latin Culture and Arts (FLACA), Commission for People with Disabilities, International Affairs Advisory Commission).
- ❑ Assist with LFUCG-sponsored events that commemorate landmark dates in the battle against discrimination, celebrate diversity, and promote inclusion.



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Organizational Chart





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Pay Grade and FLSA Status

- ☐ Unclassified
- ☐ Job Code 180
- ☐ Pay Grade 523E
 - ☐ Requirements
 - ☐ Bachelor's degree or more in a related field
 - ☐ 6 years of work experience in a related position
 - ☐ FLSA exempt and not eligible for overtime
 - ☐ Salary Range
 - ☐ \$56,632.16 - \$84,949.28



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QUESTIONS?