

## Director

# City of San José's Office of Racial Equity

## *City Manager's Office*

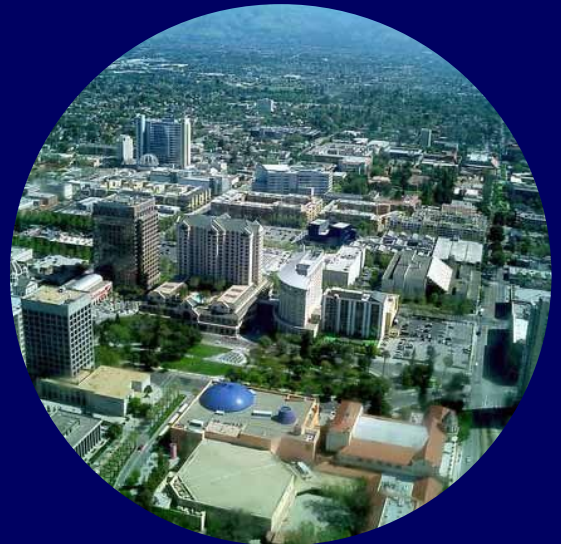


## THE OFFICE OF RACIAL EQUITY

In June 2020, the City Council approved the creation of a new Office of Racial Equity in the City Manager's Office. This Office will be responsible for advancing a citywide racial equity framework that will examine and improve San José's internal policies, practices, and systems to eradicate any structural and/or institutional racism that may exist in our City government. The Office of Racial Equity will achieve this goal through community engagement, policy analysis and development, trainings, data collection, as well as stronger accountability measures for City departments.

# THE CITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, PayPal, and eBay as well as start-ups and advanced manufacturing.



San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs.

Inquiring minds are served by the Tech Interactive museum, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally, while 40% of San José residents are foreign born, and 50% speak a language other than English at home.

**San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.**

# CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a hybrid Council-Manager form of government. The City Council consists of 10 Council Members elected by district and a Mayor elected at-large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. The City actively engages with the community through Council-appointed boards, commissions, and project specific engagement opportunities. In addition to providing a full range of municipal services including police and fire, San José operates an international airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches.

The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by 6,592 full time equivalent positions and a total budget of approximately \$4.1 billion for the 2020-2021 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).



# THE POSITION

The Director of the Office of Racial Equity is a new position in the City of San José's City Manager's Office. The position is integral to the development of the City's equity framework that will guide the City Administration as we address the issues of systemic racism. Reporting directly to the City Manager, the Director will be responsible for establishing the new Office, including hiring a team of three other new Office positions, be a thought-leader and change agent, and engage the community in desired policy changes to achieve better outcomes for all.

The ideal candidate will...

- Be an experienced and visionary practitioner in dismantling institutional racism and recreating systems of belonging and anti-oppression.
- Have experience and proven ability to lead and manage change in a complex organization, including in local government.
- Understand the local context regarding race, gender, and economic disparities and inequities.
- Have experience developing, implementing, and leading diversity, equity and inclusion programs, with demonstrable outcomes.
- Have experience developing programs, policies, or practices to expand inclusivity in organizational culture.
- Have experience identifying and addressing equity concerns related to public projects or policies.
- Be an established leader who enjoys working in a fast-paced, high profile and progressive environment, which is supported by collaboration, transparency, and ethics of the highest level.
- Be a bridge-builder with the San José community and trusted to be a local leader of racial equity.
- Have worked directly with immigrant and refugee communities.
- Have a proven ability to foster a progressive and diverse workforce, lead activities that promote workplace diversity and serve as an expert advisor on matter of equity and disparities.
- Be responsible for the overall administration of the Office of Racial Equity and the Office's relationship with internal and external partners.
- Be a data-driven decision maker and propose citywide policy and administrative changes that positively impact equity in City government and the delivery of services to the community.

## EDUCATION & EXPERIENCE

The Director of the Office of Racial Equity is required to have a Bachelor's Degree from an accredited college or university with a major in public administration, business administration, or a discipline related to race and equity, and ten (10) years of progressively responsible professional experience that demonstrates proficiency at the management and policy-making levels of a corporate or public organization responsible for a complex range of programs and activities, including five (5) years at a management and policy-making level. An equivalent combination of education and experience to satisfactorily perform the duties of the job may be substituted in-lieu of a Bachelor's Degree.

# COMPENSATION & BENEFITS

The salary range for this position is \$162,463.63 to \$253,926.81 per year. The Director of the Office of Racial Equity also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The actual salary shall be determined by the final candidate's qualifications and experience.

In addition, the City provides an excellent array of benefits, including:

<b>Retirement</b>	Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
<b>Health Insurance</b>	The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
<b>Dental Insurance</b>	The City contributes 100% of the premium of the lowest priced plan for dental coverage.
<b>Personal Time</b>	Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and, depending upon success in the Management Performance Program, could increase to up to 80 hours.
<b>Sick Leave</b>	Sick Leave is accrued at the rate of approximately 8 hours per month.
<b>Holidays</b>	The City observes 14 paid holidays annually.
<b>Deferred Compensation</b>	The City offers an optional 457 Plan.
<b>Flexible Spending Accounts</b>	The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
<b>Life Insurance</b>	The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
<b>Employee Assistance Program</b>	The City provides a comprehensive range of services through the EAP.
<b>Vehicle Allowance</b>	The City provides a vehicle allowance of \$350 per month.

For more information on employee benefits, please visit the City's [HR Benefits website](#).

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa application/transfers for H1-B or any other type of visa the requires an employee application.

# APPLICATION & SELECTION PROCESS

The final filing date is **11:59pm PST on Sunday, August 23, 2020.**

To be considered for this exceptional opportunity, please submit an electronic version of your cover letter and resume that reflects your prior experience in racial equity work to **Randi Perry, Senior Executive Analyst**, via email at [randi.perry@sanjoseca.gov](mailto:randi.perry@sanjoseca.gov). Please also submit thoughtful responses to the following questions:

1. Tell us about your proudest accomplishment in the area of racial equity.
2. What would you hope to accomplish in the area of racial equity during your first year at the City of San José?
3. Who are the most important stakeholders when approaching racial equity work in San José?
4. Describe your experience in strategic planning or framework development.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to virtual panel interviews via Zoom that are currently planned to take place on September 3 and 4, 2020. The final candidate(s) will then meet in person with the City Manager and members of his Senior Staff.

The City of San José is an equal opportunity employer.

