

ORDINANCE NO. 2020- 4033

AN ORDINANCE AUTHORIZING THE SAFETY SERVICE DIRECTOR TO AMEND THE POSITION CLASSIFICATION PLAN AND THE EMPLOYEE COMPENSATION PLAN FOR NON-UNION EMPLOYEES TO INCLUDE THE POSITION OF DIRECTOR OF DIVERSITY INCLUSION AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FREMONT, STATE OF OHIO:


SECTION 1. The Safety Service Director be authorized to amend the Position Classification Plan to include the position of full time Director of Diversity Inclusion. See Position Description attached as Exhibit A.

SECTION 2. The Employee Compensation Plan for non-union employees is hereby amended to place the Director of Diversity Inclusion at Pay Grade 22.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

SECTION 4. The immediate operation of the provisions of this ordinance is necessary for the immediate preservation of the public peace, health, safety and welfare of the citizens of the City of Fremont. Said emergency being the need to create a new position in the City in an expeditious manner.

This ordinance, provided it receives a two-thirds yea or nay vote of all the members elected to the Fremont City Council, is hereby declared to be an emergency measure and this ordinance shall be in full force and effect from and after its passage by the Council of the City of Fremont, approval by the Mayor, and publication and posting as required by law.



Jamie Hafford
President of Council

PASSED: 9-3-20

Effective date: 9-3-20

YEAS: 6 NAYS: 0

Stephanie L. Martin
Stephanie L. Martin, City Council Clerk

Daniel R. Sanchez Mayor

ORD11203

Approved as to form:

James F. Melle
James F. Melle, Director of Law
City of Fremont, Ohio

Employee Name:

Class Number:

Dept.: Administration

Reports to: Mayor

Position Title: Director of Diversity & Inclusion

Class Title:

Employment Status: Full-time

FLSA Status: Exempt

Civil Service Status: Unclassified

GENERAL DESCRIPTION: Oversee the Office of Diversity & Inclusion and serve as a lead strategist and practitioner with a level of expertise in diversity research, planning, and programs for the community. Responsible for developing and executing a cohesive approach to aligning and integrating a range of new and existing initiatives, policies, systems, and procedures that will foster an inclusive community climate that embraces diverse perspectives, complex identities, and lived experiences to ensure that all can thrive.

QUALIFICATIONS: An example of acceptable qualifications:

Possession of a Bachelor's degree from an accredited college or university in business administration, public administration, social sciences, or related field; five (5) or more years' experience at a professional/executive level with diversity & inclusion work, program management, and business partnership and/or student development, or other related experience; or equivalent combination of education and experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Preferred Qualifications: Master's degree in Leadership from an accredited college or university. Leadership Sandusky County graduate. Experience collaborating with mental health and wellness partners, justice system, and trauma/cultural informed approaches. Fundraising and grant writing experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer, computer software (Microsoft Office and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Date Adopted _____

Date Revised _____

Developed by:

Clemans, Nelson & Associates, Inc.

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CITY OF FREMONT

An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:

Position Title: Director of Diversity & Inclusion

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Researching and advising on diversity and inclusion issues and creating programs, training, and values around diversity trends and best practices. Develop and maintain oversight of the diversity strategic plan. Engage with community mental health providers to strengthen inclusion, equity, and access for minority children and families. Reviewing the city's workplace policies and procedures and ensuring that these are all inclusive. In collaboration with Safety Service Director and Law Director, acts as the HR regulator for diversity issues and is tasked with ensuring the organization follows appropriate legislation, employment laws, and regulations around bias and inclusion. Additionally, will serve as the City's chief leader for diversity, inclusion, equity, and access for the community.

(2) May partner and collaborate with schools and/or other agencies to strengthen minority relations with students, staff, administrators, and families throughout the community. Collaborate with schools and/or other agencies faculty and staff to develop and enhance programs focused on creating and assessing social justice, anti-racism, anti-discrimination and diverse classrooms and services.

(3) Establish and maintain relationships with minority-owned and minority-related businesses, community leaders, and civic organizations, with the intention of working together and improving diversity & inclusion initiatives and relations; networking and building relationships among the community.

(4) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.

(5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(7) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: diversity & inclusion practices and procedures, including training methods and strategies; diversity & inclusion requirements; discrimination and harassment practices and procedures; statistics; interviewing; general office practices and procedures; *City/department goals and objectives; *City/department policies and procedures; workplace safety practices and procedures; *personnel rules and regulations; supervisory principles and practices; community resources and services; public relations; project management; government structure and process; government grant programs; state, federal, and local laws and/or regulations; employee training and development; local geographical area; English grammar and spelling; research methods; marketing.

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

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CITY OF FREMONT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:

Position Title: Director of Diversity & Inclusion

Skill in: word processing; computer operation; use of modern office equipment; motor vehicle operation; public speaking and presentation.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; maintain confidentiality; develop and maintain effective working relationships; travel to and gain access to work site; interpret an extensive variety of materials in books, journals, and manuals; use statistical analysis; write and edit articles for publication.

POSITIONS DIRECTLY SUPERVISED:

Has indirect supervisory responsibility in providing shared supervision of the diversity & inclusion budget by administrator/executive aide in the allocation and distribution of funds for projects identified in alignment with department goals & resource development; oversight of staff and programmatic efforts. May have supervisory responsibilities should the department expand.

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POSITION DESCRIPTION

Employee Name: _____

Position Title: Director of Diversity & Inclusion

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)