

EQUITY TASK FORCE – TOWN OF NATICK

MEETING MINUTES

Conducted via Zoom

July 20, 2021

6:30 p.m.

PRESENT:

Sue Salamoff, Designee of the Select Board and Chair of Equity Task Force
Karen Adelman-Foster, Designee of the Select Board, Select Board Vice Chair
Dorothy Blondiet, Natick HR Director
Jamie Errickson, Designee of the Town Administrator and Deputy Town Administrator
Eric Nguyen, Member at Large
Dr. Anna Nolin, Member at Large (joined at 8:15 p.m.)

Guimel DeCarvalho, Member at Large

Dr. Tina Opie, Member at Large

ABSENT:

Nora Elbasha, Designee of the School Committee

Dr. Marilyn Park, Member at Large

Christine Robinson, Member at Large and Vice Chair of the Equity Task Force

ALSO PRESENT:

Mary Deblois

ATTACHMENTS:

Draft minutes from 5-3-2021

Draft minutes from 6-21-2021

Draft Town of Natick Job Description as modified during the meeting

CALL TO ORDER:

The Chair announced the names of the members present, announced that a quorum was present, and called the public meeting to order at 6:39 p.m. She noted that the meeting had been duly posted, and that all votes would be held via roll call.

MINUTES:

Guimel moved and Jamie seconded the motion to approve the minutes of 5/3/2021. The motion passed by a vote of 7-0-0.

Eric moved and Guimel seconded the motion to approve the minutes of 6/21/2021. The motion passed by a vote of 7-0-0.

DISCUSSION AND DECISION

Draft Job Description for Chief Diversity Officer

- Sue: Guimel and Jamie wrote the draft (attached).
- Guimel: Took feedback from the ETF and job descriptions from other towns to create the draft. The meat of it is the beginning paragraph -- who does the person report to directly -- and Essential Functions
- Karen: Is this position meant to cover both schools and municipal, or just municipal?
- Tina: There should be a way for the CDO to handle problems with the TA.
- Jamie: That's a policy decision that doesn't need to be in the job description. There are likely structures in the bylaws (or should be) that cover this kind of eventuality. It may be that the SB needs a policy to address this that the job description is parallel with.
- Tina: We need a set both of short and long term goals. We don't want it to be trail by committee. This needs teeth.
- Jamie: this needs to be part of the policy conversation. What do we put in the job description and what do we put aside. Some of these issues can be resolved with the leadership of the CDO.
- Eric: Yes - there is policy and there is job description, but that information is going to be important to the potential hire. Without that, we're setting the person up to fail. If we can't back up what we want this person to do, not sure it belongs. The other thing we can clarify whether the CDO is the responsible accountable entity or assists in this work.
- Sue: A possible example would be pursuing more aggressively diversity in volunteer participation.
- Tina: Who has the power if not the CDO?
- Jamie: Administration -- but of course there are worker protections. Where the power is depends on what the issue is. On hiring issues, it's the TA and Town Administration. On the bylaw level, it's Town Meeting. On other policies, there are different boards. From the public access perspective, everything we do is transparent. Also, with the form of government Natick has, the TA has a little less power than a Town Manager. Even this job description needs to go to the Personnel Board and then codified by Town Meeting.
- Tina: We need to know what the levers are for DEI across Natick -- maybe even before we hire this person.
- Sue: departments are addressing this independently.
- Tina: Can the TA be held accountable for DEI and the CDO be responsible? This gets back to organizational structure -- so maybe the TA is accountable.
- Sue: With the current atmosphere, Natick applied for and is successfully participating in the Racial Equity Municipal Action Plan (REMAP) program. So there's a positive climate that can be built upon.
- Jamie: The SB hires and fires the TA and sets the overarching objectives that the TA fulfills along with the day to day management of the town. Priorities are still set by the SB.
- Tina: There should be an org chart for the town.

- Tina: Maybe there's a case issue - give them the context about being able to wield influence without authority. Also history of making change. Also add race/ to "ethnicity" to say race/ethnicity in each case. Maybe request a writing sample.\
- Guimel: Should we list education at all?
- Jamie: We may need to for MEPA, for example, or to place it on the Town's personnel pay plan. But we need to make sure that our minimum qualifications aren't precluding the best candidates from even applying. We'll need to check with legal counsel.
- Anna (joins the meeting): Supports the loosening of educational requirements.
- Guimel says and Anna supports: The role of the CDO to be mostly centered on the municipal work but to meet the schools where they need to be met, as well, respecting the separate jurisdiction of the schools.
- Eric: There are definitely ways education is tied to pay scale -- so maybe be explicit in the ways other experience can substitute for some of the education. Also, should we articulate year by year goals -- create a little more structure to the goals.
- Karen: Maybe only as an example? Because we can't really impose goals.
- Tina: What's the deadline?
- Jamie: It would be nice to do it by Fall Town Meeting.
- Tina: Who makes sure the personnel committee has diversity?
- Guimel: It depends on the discretion of the appointing body.
- Tina: it should be embedded -- not based on the good will of the person in charge.
- Jamie: Through REMAP, we've been talking about encouraging diversity among elected officers.

NEXT STEPS

- Dorothy and Tina will work on the next version.
- Karen and Jamie will work on a Warrant Article
- Sue will find a future meeting date
- Anna will send Jamie and Sue sample scopes of work for DEI consultants

ADJOURN:

At 8:49 p.m., Guimel moved to adjourn, Tina seconded the motion, and a vote was held by roll call.

Sue Salamoff (Chair)	Y
Christine Robinson (Vice Chair)	Absent
Karen Adelman-Foster	Y
Dorothy Blondiet	Y
Guimel DeCarvalho	Y
Nora Elbasha	Absent

Jamie Errickson	Y
Eric Nguyen	Y
Dr. Anna Nolin	Y
Dr. Tina Opie	Y
Dr. Marilyn Park	Absent

The motion passed by a vote of 8-0-0.

Submitted by Karen Adelman-Foster

EQUITY TASK FORCE – TOWN OF NATICK

MEETING MINUTES

Conducted via Zoom

May 3, 2021

6:30 p.m.

PRESENT:

Sue Salamoff, Designee of the Select Board and Chair of Equity Task Force
Karen Adelman-Foster, Designee of the Select Board, Select Board Vice Chair
Dorothy Blondiet, Natick HR Director
Nora Elbasha, Designee of the School Committee
Jamie Errickson, Designee of the Town Administrator and Deputy Town Administrator (entered at 6:45 p.m.)
Eric Nguyen, Member at Large
Dr. Anna Nolin, Member at Large
Dr. Marilyn Park, Member at Large
Guimel DeCarvalho, Member at Large
Dr. Tina Opie, Member at Large

ABSENT:

Christine Robinson, Member at Large and Vice Chair of the Equity Task Force

ALSO PRESENT:

Frank Foss, Town Moderator
Leslie Martell
Mary DeBlois
Catherine's iphone

ATTACHMENTS:

Draft minutes from 3-4-2021
CCM Racial Equity Toolkit at https://www.ccm-ct.org/Portals/CCM/PDF/CCM_RacialEquityToolkit_2020_5.pdf?ver=aTRjWQWYnHqNF_WmC-QS7g%3D%3D (not attached)
Brookline bylaws
Subcommittee's reports
Document made during the meeting

CALL TO ORDER:

The Chair announced the names of the members present, announced that a quorum was present, and called the public meeting to order at 6:42 p.m. She noted that the meeting had been duly posted, that the meeting was being recorded by Zoom, and that all votes would be held via roll call.

MINUTES:

Anna moved and Eric seconded the motion to approve the minutes of 3/4/2021. The motion passed by a vote of 9-0-1.

CHAIR UPDATE:

Reports from the Subcommittees

Municipal Government Subcommittee

Marilyn summarized the work of the committee. We started by deciding on what the main focus would be, and decided we'd conduct preliminary research to see if there were any trends -- in order to formulate questions to ask for the future consultant to investigate. We decided to look at mission statements, purpose and charge, and what stage of development they were in (are they the end entity, an investigatory body, etc.). Each member took comparable towns. Found many variants in every town. E.g., one town does mainly educational work, another had a very broad, aspirational mission and it was hard to tell what they were really working on. Another was mostly advisory. Some towns have their own Human Rights Commissions and a committee where residents can report incidents and request advocacy. Some have DEI officers. Fairfield, CT has a group tasked with making recommendations for a future entity, has no paid consultant, gathering qualitative data. We came up with questions that we wanted to pose. See CCM toolkit.

Government and Committee Subcommittee

Basic theme was a list of questions for the consultant to investigate. There were two main categories of questions to be posed to CBOs and governmental departments: What is currently in place and their missions and purposes, and are they actually meeting the needs of the community. Are they representative of the town and what needs are they meeting and not meeting in terms of their purported mission. What the barriers are to meeting needs with that entity, what are the best and worst practices. What skills/mechanisms are needed to engage town residents who aren't currently engaged.

Jamie: the subcommittee covered what each group is expressly saying and whether they actually providing it. And and if they don't have a DEI statement, what does that say. Even if they don't have one, it doesn't mean they're not doing the work, but it's important to consider they're saying they're doing and what they're actually doing.

Eric: what are these organization doing? How are places allocating money? Or are they in the early stages and there's not a statement or budget allocation YET. Are they conducting a needs assessment, e.g.. What does it mean to have full participation? Is it equal in representation to our population? Are they participating to the extent they want to? There's lack of interest and competing interests. For example, why is Precinct 1 underrepresented?

Schools/Education

Anna: Everyone's worried about giving the superintendent advice about how to study schools.

The things we care about for school age people and schools, NPS, vocational, religion, private, public, day care, childcare, all bear on school-age children. What do we mean when we say schools and education? What can we count on in natick in terms of training and equitable access? There's a three-year summary of DEI action. So what HAS the training been beyond saying there's a plan? What does that look like on its legs? Concerns about how diverse staff are that reflect the diversity of Natick. Right now, staff is diverse in terms of ratios, but not aspirations.

The subcommittee considered if they think they need a separate consultant with school specialization.

There are cross cutting concepts to explore: housing transportation, transportation, English language education, holidays,

DISCUSSION

- Sue: We should develop a list of the entities as next steps.
- Guimel: We can get the list started,
- Jamie: But the consultant should go where the research takes them. We're hiring them for their expertise.
- Eric: We should get the consultant to help us pare down the list and prioritize. And we should assume the consultant will see our blind spots. Having someone see the cross cutting issues and connections. That would be a good place for consultant input.
- Karen: ETF really has to figure out a limited number of questions. Maybe we work backward from that
- Jamie: And we need to figure out what an end product needs to be? A report? A series of reports? A document?
- Sue: Who does someone bring their complaint to? Who's in charge of training, welcoming, dealing with complaints? Who's determining when things need to be elevated?
- Tina: We need a bias-incident protocol. First we need to identify the critical stakeholders involved. There are different levels. We could potentially do this work, or is that for the consultant to do?
- Anna: In this weird surfing moment where we don't want to do work in isolation. SC was about to convene a diversity committee in the school system, and there were lots of applicants who aren't very diverse. NPS is doing other related work. E.g.m the space committee, starting a family engagement center for emerging populations. For example, preschool classes have been the most diverse, and they're typical predictors of patterns. In the last three years of preschools, NPS has seen some disabled and some seeming-typical peers. NPS feels they need someone on staff. But there's some feeling in the community that we don't need that.
- Tina: How about everyone learns a second language. What would it look like if we fundamentally shift? That's going to happen in the workplace, too. These big hairy audacious goals. We maybe shouldn't be incremental in nature.

- Guimel: There are two planes: the things you're doing and the overarching across the whole town. Don't think there's necessarily a conflict. Sort of boils down to what are the things that exist, what are the needs -- and what's missing.
- Sue: Every child will now be tested for dyslexia.
- Marilyn: Can we use our consultant to look at best practices? E.g., Newton having a human rights committee for their high schools?
- Tina: \$50K could be just for the school system. Our scope is too large. We'll need to tighten what we're expecting. That could be just ten hours worth of work. Do we want to give them data and have them do analysis, and then we come up with interventions? That will inform what kind of entity we recommend.
- Anna: We can't have too many task forces going in the town -- people will lose momentum.
- Jamie: Described the REMAP program. It's a bit of a side exercise to this work.
- Guimel: That's a great example of an intervention as opposed to a new system of operating. For us, our remit is what the overarching operation should be. No conflict with anyone actually doing something. Planning an overarching operation doesn't mean others shouldn't do things. We take an approach of "What we want in a consultant is best and worst practices in these three things..
- Jamie: Building a political case for putting resources into why natick, why is it imperative to invest \$X provide?
- Karen: We don't need to prove racism exists.
- Anna and Jamie: But we need specifics about what's needed in Natick.
- Tina: Can we use one subcommittee's report as an example?

The group decided to use the example of the Municipal Subcommittee as an example. We will put the list into themes (see attachment)

Guimel: NPS has already done an equity audit, so that may inform what we ask the consultant to do -- the biggest unknowns.

- Jamie: Completing this exercise should show us what we already know and what we'll need additional support on. What can we do as a group, and what do we need the consultant to do. For example, some of the more sensitive information that we can't do as a public group.
- Sue: Isn't part of it figuring out who we need to do to get things to happen? So whether another group has succeeded is partially important, but it needs to fit with our government.
- Jamie: A consultant can dive in more thoroughly to bring an outside perspective and fresh perspective.
- Tina: We need interview protocols and to document the DEI aspects of the search process for the consultant
- Anna: It's bound by a stringent RFP process.
- Jamie: It involves a Sseparate price proposal that we can't open until we go through the rankings and we can interview. We can still do all the work ahead of time.

- Tina: Asked questions regarding what we can and can't do in the procurement process.

NEXT STEPS

Subcommittees will meet as soon as possible to pare our lists down. Sue will send a Doodle Poll for the beginning of June.

ADJOURN:

At 8:36 p.m., Guimel moved to adjourn, Karen seconded the motion, and a vote was held by roll call.

Sue Salamoff (Chair)	Y
Christine Robinson (Vice Chair)	Absent
Karen Adelman-Foster	Y
Dorothy Blondiet	Y
Guimel DeCarvalho	Y
Nora Elbasha	Y
Jamie Errickson	Y
Eric Nguyen	Y
Dr. Anna Nolin	Y
Dr. Tina Opie	Y
Dr. Marilyn Park	Y

The motion passed by a vote of 10-0-0.

Submitted by Karen Adelman-Foster

EQUITY TASK FORCE-TOWN OF NATICK

MEETING MINUTES

Conducted by Zoom

June 21-2021

Present: Eric Nguyen, Sue Salamoff, Dr. Marilyn Park, Guimel DeCarvalho ,
Nora Elbasha, and Jamie Errickson

Absent: Karen Adelman Foster, Dorothy Blondiet, Dr. Tina Opie, Christine
Robinson, Dr. Anna Nolin

Also Present: Paul Joseph

Sue Salamoff, Chair announced the names of members present, stated that there
was a quorum and called the meeting to order at 6:37 p.m.

Announcements:

None

Minutes of May 3, 2021 moved to the next meeting

Reports from Subcommittees:

Municipal Government

Marilyn provided an update from the Municipal Government subcommittee
– not too much new to report

- Pared down questions
- Categorized off shared-drive
- Finalized Questions
- Tried to prioritize
- Reviewed Shared Google sheet
- Continuation of items discussed at last meeting
- Combined with CCM Equity tool kit

Town and Community

Guimel provided an update from the Town and Community subcommittee

- Grouped in categories w/ priority
- Overarching questions with sub-questions
- Review of categories: Accountability, Data, Engagement, Entity/Structure, Support for work
- Hope for category overlap with other groups

School

Sue provided update from the Schools

- Slide deck with schools
- Important to get a sense of what School Committee thought important
- Key Issues: DEI Education, Barriers, DEI Outreach to parents/families, DEI Consult/coordinator

- Put forward work already done and prioritize
- Increase service to ELL population
- Increase knowledge of unconscious bias
- Reduce student experience in micro-aggression
- Amplify student voices
- Enhance culture across district
- Report on Diversity in Schools
- Ahead with gathering demographics and identifying issues
- Did not get to categorize issues

Nora - Questions hard to answer from School Committee

- Interest on inclusiveness of “staff of color”
- Don’t tend to stay as long as white staff

Discussion of the ETF with regards to what to recommend next to the SB

- DEI Coordinate with Ombudsman Role?
- Human Rights Commission?
- At least have a Chief Diversity Officer (CDO)
- Groundwork of ETF to give legs to CDO
- Need follow up discussion on layers of questions
- Create position that is community wide?

- Look at other communities, like Framingham
- Need for a consultant as active listener
- Have we provided access to community members as best we can?
- Governance comes into play

Discussion on Scope of CDO position:

- Review Brookline Bylaws and Process
 - Scope of job description
 - Where do they fit within the structure?
 - Expectation of partnership within government structure
 - Timeline

Motion

- Make interim recommendation to Select board to hire a Chief Diversity Officer, made by Guimel DeCarvalho, Second by Eric Nguyen, Roll Call Vote: Guimel DeCarvalho- Yes, Nora Elbasha –Yes, Eric Nguyen-Yes, Jamie Errickson-Yes, Marilyn Park-Yes, Sue Salamoff-Yes, 6-0-0.

Next Steps to support the motion:

- Scope of work for consultant
- Job Scope – Chief Diversity Officer
 - Output from that role
 - In first year, down the road?
 - ETF make note as part of recommendation
 - Review Brookline and Lexington Job description
 - Important to have an ombudsman role for position

Next Steps for the ETF:

1. Guimel & Jamie – work on job scope
2. Head of Sub-committees to review
 - Scope of Work for consultant
 - See if Christine has draft document
 - Reach out to Tina and Christine

Motion to Adjourn at 8:38 p.m. made by Guimel DeCarvalho, Second by Eric Nguyen. Roll Call Vote: Guimel DeCarvalh – Yes, Eric Nguyen – Yes, Jamie Errickson - Yes, Marilyn Park- Yes, Sue Salamoff-Yes, 5-0-0.

Submitted by Jamie Errickson

DRAFT
Town of Natick
Job Description

Position Title:	Chief Diversity Officer	Grade Level:	
Department		FLSA Status	Exempt
Reports to:			

Statement of Duties: The Chief Diversity Officer is appointed by the Town Administrator and is responsible for the development of diversity, equity and inclusion programs for the Town of Natick working with the Select Board and relevant stakeholders. Under the supervision of the Town Administrator and the Select Board, the Chief Diversity Officer will work to develop and operationalize a long-term program of initiatives that will develop a diverse, equitable and inclusive culture and develop priorities that provide opportunities to build diversity and inclusive practices into the Town’s operations. The Chief Diversity Officer will work with the Natick Equity Task Force and the subsequent recommended entities as described in the essential job functions. For purposes of this position description, social equity is meant to include ethnicity, physical ability, LBGTQIA+ identity, socio-economic status as examples, but is intended to be inclusive of all people.

Supervision Required: The Chief Diversity Officer works under the general direction of the Select Board. The employee plans and prioritizes the majority of their work independently, in accordance with the standards and rules of the Town and Department and according to professional judgement. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

Supervisory Responsibility: ????????????

Accountability: Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. The employee uses judgment in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency, legality, and relative priorities in conjunction with procedural concerns in decision making.

Complexity: The work consists of understanding and supporting the technical work of a professional office. The work of the office interacts heavily with local and state legal requirements and the employee must understand these sufficiently to support that work. The office is also engaged in .

Department
Chief Diversity Officer
7/2/21

DRAFT
Town of Natick
Job Description

Confidentiality: Employee has access to confidential information obtained during the performance of the regular duties of the position.

Work Environment: The work environment involves everyday discomforts typical of offices. Noise and physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is expected to work beyond normal business hours in order to attend evening meetings.

Nature and Purpose of Contacts: Relationships are primarily with co-workers, both within the Department and in other Town Departments, permit applicants, elected and appointed board/committee members, and the public involving frequent explanation, discussion or interpretation of rules, regulations, practices, procedures, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with employees of outside organizations and state agencies. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risks: Duties generally do not present occupational risks to the employee. Examples of injury include bruises from falls, cuts or burns, or muscular strains.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Immediate priorities (essential duties):

- Provide leadership and partner with the Select Board, local community organizations and diversity leaders and experts to improve the Town's inclusive climate and design equitable structures throughout the Town's programs and processes. Review policies and plans developed town wide to ensure they comply with the Town's racial and social equity goals.
- Town Employee Training (In collaboration with current REMAP):
 - Develop new employee groups to provide an engine for positively impacting the organization through effective leadership, engagement, programming and management; develop and build programs that create a common language around racial and social equity and inclusion and facilitate dialogue amongst Town employees.
 - Collaborate with the Town Administrator and HR Director on developing and facilitating regular antiracism and social inclusion trainings for Town employees, boards, and committees.
- Town Employee Recruitment & Retention:
 - Assist Town departments in setting and achieving equity and inclusion goals,

Department
Chief Diversity Officer
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DRAFT
Town of Natick
Job Description

specifically in recruiting, hiring, promoting and retaining qualified employees. Assist with outreach and recruitment and serve on hiring and interview panels.

- **Defining & Metric Gathering:**
 - Develop and monitor internal racial and social equity metrics across Town departments. Collaborate with the Human Resources Director to develop metrics and to identify and report on the Town's internal diversity goals.
- **Ombudsman Services:**
 - Serves as a resource for the Town and residents regarding Human Rights, Equity/Inclusion and ADA, provides technical assistance to the Town regarding Equity/Inclusion and ADA issues and activities and ensure the Town's ADA transition plan is addressed and works
 - Investigate ADA and Human Rights complaints and provide written reports appropriately and work with the Natick Equity Task Force and the subsequent recommended entities to address policies and procedures. Attend the Natick Equity Task Force and the subsequent recommended entities meetings.
 - Monitor and make recommendations relative to Federal, State and Local equal employment opportunity and non-discrimination policies, mandates and directives to ensure that the Town is in full compliance.
 - Provide prompt, fair and impartial processing and investigation of complaints of discrimination and provide counseling as needed in an effort to mediate interpersonal disputes or conflicts with Equal Employment Opportunity implications.
- **Proposing Policy:**
 - Advise and collaborate with employees and the Select Board in the establishment, coordination and assessment of diversity and inclusion initiatives. Identify, execute and promote best practices in the areas of equity, inclusion and diversity.
 - Identify best practices and emerging workforce trends; identify external trends and benchmarks that inform and complement internal workforce goals and employee engagement; bringing new ideas to the Town's diversity, equity and inclusion initiatives.
 - Research policies and practices in the existing organizational structure for systemic and institutional racism norms and recommend new racially equitable policies and practices.
- **Liaison With Town and School Department:**
 - Working with the Human Resources Department, complete and submit Equal Employment Opportunity Commission workforce reports, and reports for the Massachusetts Commission on Discrimination (MCAD) and US Department of Labor as needed. Review, update and maintain the Town's Affirmative Action plan.
 - In collaboration with the Purchasing Director, oversee compliance with MBE/WBE programs.
 - Assist Town departments in the implementation of the ADA transition plan.

Department
Chief Diversity Officer
7/2/21

DRAFT
Town of Natick
Job Description

- Assist the Human Resources Department with compliance with EEOC guidelines.
- Serve as the Town's affirmative action officer and ADA Coordinator.

Long-term priorities (other duties that may fall under this include):

- Community Outreach:
 - Develop ways to engage communities in meaningful dialogue about racial and social equity, inclusion, and what it means for Natick to be a welcoming community, including meeting regularly with various community groups.
 - Communicate orally, in writing or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
- Equity Strategic Plan Development:
 - Design, implement, assess and prepare diversity initiatives and policies and provide recommendations for the Town Manager and Select Board consideration.
- Consult on proposed articles, policies, bylaws, and governance.

Recommended Minimum Qualifications:

Education and Experience: The Chief Diversity Officer must fulfill the following qualification or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Three (3) to five (5) years' experience in public or business administration, human resources, legal, social work, public policy, organizational development, psychology, education, or related field. A Bachelor's Degree required, Master's Degree preferred and may substitute for experience.
- Professional experience developing programs to increase cultural competence and implementing DEI initiatives is highly preferred.

Special Requirements: Experience working in a Massachusetts municipal planning or permitting office preferred.

Knowledge, Abilities and Skill

Knowledge:

- Working knowledge of personal computer systems including Microsoft Office and Google software.
- Working knowledge of municipal government; ability to independently structure, collect, analyze, and present economic and qualitative information in management reports; ability to understand and interpret laws; to work within a large organization to accomplish given ends through negotiation; skill in dealing

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Chief Diversity Officer
7/2/21

DRAFT
Town of Natick
Job Description

with the general public with sensitivity.

- Knowledge of commonly used organizational diversity and education resources, concepts, practices, and procedures. Working knowledge of design and development of such programs.
- Knowledge of laws related to equal opportunity, disability issues, human and civil rights. Knowledge of community, action groups, politics (local), neighborhood and business concerns.
- Ability to work cooperatively in a diverse community and to maintain effective relationships with parties who may have conflicting opinions.
- Exceptional communication skills, de-escalation, mediation and supervisory skills.

Abilities:

- Ability to meet and deal effectively with colleagues, public officials and the public.
- Ability to take the initiative required to handle problems effectively.
- Strong customer service skills.
- Ability to communicate clearly.
- Ability to utilize technology for communication and organization.
- Ability to maintain confidential information.
- Ability to maintain, manage, and organize project records.
- Ability to deal with sensitive inquiries and complaints.

Skill:

- Excellent oral communication skills.
- Analyze data and effectively communicate analysis.
- Systems thinking

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

Department
Chief Diversity Officer
7/2/21

DRAFT
Town of Natick
Job Description

position's essential functions.

Physical Skills:

- Little or no physical demands required to perform the essential functions of the position.
- Occasionally, the employee is required to lift, push, carry, or pull objects such as office equipment.

Motor Skills:

- Duties are largely mental rather than physical, but the job may occasionally require the employee to use basic motor skills to perform activities such as moving objects, operating a telephone system, personal computer and/or most other office equipment.

Visual Skills:

- Visual demands require the employee to constantly read documents and computer screens for general understanding and analytical purposes.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.