



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**EQUITY LIAISON to HR
MANAGEMENT FELLOW
(City Manager's Office)**

Please note that this is a working title.
(2-YEAR TERM CONTRACT)

#23B-48

SALARY:

\$5,000 to \$6,600 /Month

**Closing date: Friday, February 29,
2024 at 11:59pm**

(Opened January 4, 2024)

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Department upon submittal of application.

Selection Process

Interviews Tentatively
scheduled for early **March 7**
(first round) and **March 28**
(final selection) 2024.

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Department staff.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 85,000 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community

that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. City Council has similarly made a commitment to advancing equity through its actions, including the passage of [Resolution 15877](#) and the most recent [Strategic Plan](#). Become a part of the team and join us in building a great community!

ABOUT THE PROGRAM AND DEPARTMENT

The City Manager's Office is seeking qualified candidates for the position of Equity Liaison to HR / Management Fellow (City Manager's Office). Designed to attract top talent from graduate schools to commit to meaningful and value-driven work in local government, the Management Fellowship program creates a channel into future leadership opportunities within local government. Primarily designed for recent postgraduate candidates as well as current Master's program students, this Fellowship is a limited term (two- year period) position beginning Spring 2024.

The City Manager's Office is responsible for implementing all of the City Council's policy decisions and direction, providing professional leadership in the administration of all City services, activities, as well as working with both Council and staff to develop action plans and programs to support the City's mission, values and priorities. The Office leads all citywide communication efforts and engages the community through expanded neighborhood outreach and programs. The Office is also responsible for developing and sustaining a thriving local business environment that contributes to the community's economic well-being and quality of life.

ABOUT THE POSITION

This role will join IDEAL RWC, the City Manager's Office program supporting the City's inclusion, diversity, equity, accessibility, and leadership (IDEAL) work across departments.

Reporting to the City Equity and Inclusion Officer, the Management Fellow will be responsible for assembling, analyzing and interpreting data and preparing correspondence, reports and PowerPoint presentations with recommendations to management on varied, difficult and complex issues; and will interact with the community by providing communications and community engagement support.

This is an exciting opportunity for a Fellow interested in developing new IDEAL initiatives based on best practices.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2%@60 for current members, 2%@62 for new members
- Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$2,248.80/month
- Dental and Vision Insurance
- Vacation leave: 80 hours per year
- Sick leave: 12 days per year
- 13 paid holidays per year
- Fitness center access at City facilities
- Commuter program available (6 minute walk from Caltrain)
- Flexible Work Schedules & Telework – The Department supports flexible or alternative work schedules and partial teleworking as business needs permit, even when we're not in a pandemic.

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Committed to Pride in Our Work
- **INTEGRITY:** Do the Right Thing, Not the Easy Thing.
- **SERVICE:** Building Community and Improving Quality of Life
- **COLLABORATION:** Working Together for a Better Tomorrow.
- **INCLUSION:** Celebrating Diversity, Promoting Justice and Inviting Participation
- **INNOVATION:** Freedom to Imagine and Courage to Act

Duties may include but are not limited to:

The individual in this role will work with the IDEAL RWC and Human Resources teams on projects related to workforce belonging and professional development. The individual will co-lead development and implementation of an internal equity strategy focused on recruitment, hiring, retention, and promotion; participate in community engagement; and act as a thought partner in implementation and communication of the City's equity strategy.

Another workforce priority, highlighted in a recent staff engagement process, is the development of a staff mentorship program. This Fellow will propose, develop, and implement a program to address mentorship and career advancement interest among City employees.

This Fellow will also participate in an equity review of City policies by supporting departments and City Council in reviewing existing City policies for disparate outcomes and identifying any opportunities to expand opportunity and fairness through policy updates.

Other key projects may include: analysis of gaps or bottlenecks in hiring process, development and implementation support for updated recruiting practices, support for learning management system implementation, standardization of rater bias training for oral boards, support for Americans with Disabilities Act (ADA) transition plan, and assistance with employee engagement surveys.

Other Primary Responsibilities:

Co-lead implementation of an internal equity plan focused on recruitment, hiring, retention, and promotion—may include updating recruitment language, supporting outreach to marginalized communities, reviewing and updating policies.

Support staffing for Police Advisory Committee and Council Equity and Social Justice Sub-Committee;

Coordinate internal communications about DEI opportunities and progress;

Act as a thought partner in development and implementation of the City's equity work, including advancing and reporting on ADA updates and community engagement;

Support implementation of City Equity Plan.

THE IDEAL CANDIDATE

Is familiar with Human Resources processes and tools. Will possess strong analytical skills and will be able to synthesize and summarize complex data; will be a highly motivated and self-directed individual able to use initiative and independent judgment; will be detail-orientated and able to manage multiple tasks; will possess strong business acumen and related technical skills; will process strong writing and research skills; will be a team player who likes working with a variety of City staff and the public; will have experience or knowledge of health equity concepts; will have lived experience and/or demonstrated commitment to equity work through academic study or previous work experience.



MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education

A Bachelor's Degree is required for this position. A Master's Degree in a related field is welcome but not required.

Licenses & Certificates

- Possession of or the ability to obtain a valid California Driver's License is required.
- The incumbent may be required to travel between various locations during their scheduled work shift.

Knowledge of:

- Outstanding writing and presentation skills
- Proficient in Microsoft Office Suite: Word, Excel, PowerPoint etc.
- Strong verbal and written communication skills
- Experience collaborating with others on complex projects
- Experience with project management
- Experience facilitating meetings or trainings
- Experience with interpreting and applying provisions of federal, state, and local legislation

Ability to:

- Support outreach to a diverse community
- Bilingual abilities in Spanish is desirable, but not required
- Visual design skills desirable, but not required

Special Instructions: A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes should be attached separately, but resumes will not be accepted in lieu of a City application.

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. DOJ Fingerprints

Having a conviction history does not automatically preclude you from a job with the City. We welcome people of all backgrounds to apply.

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**SUPPLEMENTAL QUESTIONNAIRE
EQUITY LIAISON TO HR /
MANAGEMENT FELLOW (CITY
MANAGER'S OFFICE) #23B-48
CITY OF REDWOOD CITY**

Please answer the following questions.

1. Describe a specific example of a time you have improved a workplace or group process. Who were the stakeholders? How did you make the improvement? Describe the analysis you presented to decision makers, what recommendation you made, whether your recommendation was adopted, and how it was implemented.
2. Share an experience that taught you something important about project management, preferably a time when you learned from a mistake you made. What was the project? How did you define success in that project? What was your project management approach like at the time? What did you learn that can be applied going forward?
3. Please describe a time you have influenced an outcome or led a process without the authority of a title or position that demanded others follow your directions. What was the project? How did you exert influence? What did you learn from the experience?
4. Please share an example of data synthesis. Describe a situation in which you used multiple types of data or information from different sources to reach a conclusion. How did you collect the information? What criteria did you use to decide what info to include and what to leave out? What data was missing or unavailable that might have improved your analysis?
5. Is there anything else you would like to share about your experience, qualifications, or interest in this role? (Optional)

Fine Print. [The City of Redwood City is proud to be an Equal Opportunity Employer!](#) The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Depending on the number of applications, the above process may be altered. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice

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