



THE CITY OF
REDWOOD
CITY
INVITES YOU TO
APPLY
for

**EQUITY & INCLUSION
OFFICER**





The Community

Located in the heart of Silicon Valley, Redwood City (pop. 86,754) is the third largest City in San Mateo County. Incorporated in 1867, it serves as the county seat and home to the San Mateo County History Museum located in the county's old courthouse. With an average of 255 sunny days each year, Redwood City enjoys a mild Mediterranean climate (as the City slogan proclaims, "Climate Best by Government Test") and a one-of-a-kind waterfront that includes the Redwood Shores neighborhood, numerous bayfront residential options, ample recreation opportunities (including a yacht harbor), and the only deepwater port south of San Francisco.

Redwood City has a strong employment base with world-class firms and organizations such as Box, Electronic Arts, and Google. Genomic Health, Impossible Foods, Kaiser Permanente, Stanford Health, McKinsey and Company, the Chan Zuckerberg Initiative, and more than 500 various industry start-ups also have a strong presence in the City. World-renowned Stanford University has located administrative functions to a new campus just 1.5 miles from downtown, marking the university's first significant expansion outside its main campus. Redwood City is a key station on the regional CalTrain system, and substantial service expansion in the next decade will enhance efficient rail travel from San Jose to San Francisco.

Redwood City's vibrant and pedestrian-friendly downtown offers residents, visitors, and businesses a unique retail, entertainment, and restaurant experience. Beautiful Courthouse Square is the centerpiece of downtown and has become a gathering place for people throughout the community and the peninsula. More than 30 unique parks, ten sports fields, seasonal pool, a senior center, and five community centers are popular with the community, while the arts and culture scene features historic theater galleries and live music venues.

Redwood City is a Welcoming City, and the community has long been known for its diversity, strong neighborhoods and community organizations, social involvement, and civic pride. Approximately 55% of the population identifies as Hispanic, Asian, of two or more races, or Black, American Indian, Hawaiian, or Pacific Islander. Nearly half of Redwood City residents speak a language other than English at home and almost one third were born outside of the United States. English, Spanish, and Mandarin Chinese are the most commonly spoken languages in Redwood City.

The City works diligently to maintain positive and productive relationships with community partners, providing outstanding services, programs, and opportunities for residents. This mix of tradition, innovation, community, and diversity, makes Redwood City an extraordinary place to work and call home.

The Organization/City Government

Redwood City is a charter City with a council-manager form of government. The seven-member City Council is elected to four-year staggered terms and the Mayor serves a two-year term based on a rotation policy. The City has district-based elections with seven City Council districts.

The City Council appoints the City Manager, who is responsible for implementing the strategic direction and managing day-to-day operations of the City Government, as well as the City Attorney, and the members of the City's boards, committees, and commissions.



The Organization/City Government *(continued)*

Redwood City is consistently recognized as being well-managed and innovative, strategically driven, and strongly connected to the community it serves. In addition to the offices of the City Manager and City Attorney, the City is organized across the departments of Finance; Information Technology; Fire, Human Resources; Community Development, Engineering and Transportation; Library; Parks, Recreation & Community Services; Police; and Public Works. Together, these departments are supported by 634 FTEs. The City's Fiscal Year 2023-24 General Fund budget is \$171 million.

In 2020, the City Council established equity as the City's foundational guiding principle and committed to "put equity first, urging a collective restart so that policies serve the entire community." An Equity Plan adopted in 2021 directs City staff to consider equity in City services and to prioritize community voice. Each department has identified equity actions published as part of the budget, and employee affinity groups and training across departments support organization-wide learning.

Also in 2020, the City Council adopted a Strategic Plan, which established new vision and mission statements and Nine Guiding Principles. Through the vision, Redwood City aspires to be "a community where people from all backgrounds and income levels thrive." To address the most pressing community and regional challenges, the City Council selected three Strategic Priorities: Housing, Transportation, and Children and Youth (in priority order). The Guiding Principles are: Aesthetics, Communication and Community Building, Economic Vitality, Excellence in Government Operations, Healthy Community for All Ages, Housing, Public Safety, Sustainability and Transportation. These Strategic Priorities and Guiding Principles offer direction to staff activities across the organization. In 2023, City staff updated the City's values through an inclusive, employee-driven process to define the six values as shown below.



REDWOOD CITY CALIFORNIA



VISION

A community where people of all backgrounds and income levels can thrive.



MISSION

Building a welcoming Redwood City through collaboration, responsiveness and excellence.



FOUNDATIONAL GUIDING PRINCIPLE

Redwood City will put equity first, urging a collective restart so that policies serve the entire community.



GUIDING PRINCIPLES

Aesthetics, Community and Community Building, Economic Vitality, Excellence in Government Operations, Healthy Community for All Ages, Housing, Public Safety, Sustainability, Transportation



STRATEGIC PRIORITIES

Housing, Transportation, and Children and Youth.



VALUES

Excellence, Integrity, Service, Collaboration, Inclusion, and Innovation

What is IDEAL RWC?

IDEAL RWC is a division of the Redwood City Manager's Office that works to advance equity across our community. We organize and deepen the City's efforts to become a fairer, better community for all.

Our name means Inclusion, Diversity, Equity, Accessibility and Leadership in Redwood City. The program's name is an expression of our commitment to a fair and safe city full of opportunity for everyone in our community, regardless of identity, background, or income.

We work with City departments and community partners to set goals, collect and analyze data, adapt practices, and implement change.

The Position

Redwood City's Equity and Inclusion Officer is primarily responsible for the formulation and implementation of the IDEAL RWC (Inclusion, Diversity, Equity, Accessibility and Leadership in Redwood City) Division's overall goals, budget, training, policies, outreach, program deliverables and outcomes. The position provides highly responsible and complex support of the vision, goals, and values of the organization and the policy direction as set by the City Council. The position is expected to implement the mission of the Division with a commitment to collaboration, problem solving, community interests and continuous improvement.

The role helps the organization actualize its commitment to equity, turning the Foundational Guiding Principle into action in all parts of the City's work. The position supports departments to ensure fair and equitable services, bolsters partnership and community engagement strategies across the community, and develops and implements workforce belonging initiatives. The organization recognizes each of these substantial areas of work requires shared responsibility; collaboration with departments and strengthening department leadership on equity outcomes is a critical part of IDEAL RWC's work.

The position requires facilitating meetings and difficult conversations, perspective-taking, empathetic communication across differences, vision to imagine new possibilities, and the discernment and flexibility to recognize where and how to leverage fresh opportunities as they arise.

The Position: Examples of Duties

- Develop and support the implementation of operational changes or initiatives that reinforce the City's commitment to diversity, equity, and inclusion within the Redwood City organization and in the City's service to the Redwood City community.
- Identify and support implementation of best practices to bring an equity lens to Redwood City's strategic plan and all departmental operations, including making City services more accessible and relevant to diverse constituents.
- Partner with consultants, department directors and their staff, including Human Resources, and external partners as appropriate on implementation of internal and external Redwood City equity and inclusion initiatives.
- Identify new programming, activities and initiatives to foster diversity, equity, and inclusion in Redwood City, including the coordination of training sessions and workshops for Redwood City employees and community members, such as volunteer leaders on boards and commissions.
- Support organizational development initiatives to promote culture change throughout the Redwood City organization and within specific departments.
- Facilitate the collection/creation, monitoring and reporting of statistics/metrics related to diversity, equity and inclusion such as employment data about recruitment, hiring, promotions and training; public safety data regarding interactions and use of force; and the delivery of city services to the community.
- Enable communication about diversity, equity and inclusion efforts and issues internally to the workforce and externally to the community.
- Provide staff support to a new City Council Sub-Committee on Equity and Social Justice and Police Advisory Committee.
- Develop and implement an Equity Work Plan to map out the City's underway and proposed efforts related to diversity, equity and inclusion; and monitor and report on progress toward the goals of the Work Plan.
- Partner with the Human Resources Department to ensure that employees have an inclusive workplace, and community members receive inclusive and appropriate city services, regardless of their race, gender, age, ethnicity, socioeconomic status, sexual orientation, or disability.
- Support executive leadership's success in understanding the unique needs and perspectives of our workforce and our local communities.



The Position: Examples of Duties *(Continued)*

- Stay informed regarding research and best practices in diversity, equity, and inclusion.
- Develop and maintain relationships with peers in governmental, educational and private organizations to foster information-sharing and collaboration.
- Coordinate related projects involving complex community and cross-departmental issues as assigned.



The Ideal Candidate

The ideal candidate will possess a minimum of five years of increasingly responsible professional level experience in community building or advocacy, public health or welfare, economic mobility, organizational development, facilitation, training, coaching, or similar sociological or anthropological field. Education equivalent to a Bachelor's degree from an accredited college or university is required.

Helpful but not required:

- Experience with strategic planning, results-based accountability, and/or organizational development
- Experience applying the Government Alliance on Race and Equity's Visualize-Normalize-Organize-Operationalize framework
- Experience leading without authority, especially on projects or teams outside of the candidate's expertise
- Fluency or conversational ability in Spanish

Compensation & Benefits

The City of Redwood City offers an attractive and competitive salary, and appointment will depend on the qualifications and experience of the selected candidate. In addition to salary, Redwood City offers a competitive benefits package that includes:

Salary range: \$145,081 - \$195,868 Annually.

Placement within the range will depend on qualifications and experience. Salary is supplemented by a competitive benefits package that includes, but is not limited to:

CalPERS Retirement:

Tier 1 - Employees hired before October 24, 2011

2.7% @ 55 formula; employee contribution 15% (includes 7% portion of the employer share).

Tier 2 – Employees hired after October 24, 2011

2% @ 60 formula; employee contribution 14% (includes 7% portion of the employer share).

Tier 3 – Employees hired on or after January 1, 2013, and meet the definition of “new member”

2% @ 62 formula; employee contribution is the rate prescribed by CalPERS in accordance with Government Code 7522.30, plus an additional 2% toward the City's pension contribution.

401(a) Retirement Plan – The City will contribute an amount equal to 2% of base monthly salary to an offered deferred compensation plan.

Medical Plan – Choose from a range of HMO, PPO, and EPO options. The City pays up to 90% of the CalPERS Bay Area Kaiser Family Premium per employee.

Dental/Vision – City pays 90% of insurance premiums for eligible employees and their dependents.

Auto Allowance – not to exceed \$300 per month.

Cellular Phone Stipend – \$46.15 per pay period for employees required to use a cell phone for City business. Employees who are issued a City-owned cellular phone for City business are ineligible for the cellular phone stipend.

Flexible Work Schedule – hybrid work available.

Vacation/Sick Leave – annual vacation of 80 to 200 hours per year based on total public sector/industry experience; sick leave is accrued at a rate of 1 day for each full calendar month of service. Accruals will be set by the City Manager based on

Compensation & Benefits *(Continued)*

years of service with City and total public sector years or years in the industry.

Holidays – 12 recognized holidays + 2 administrative holidays.

In-Lieu Hours – 160 hours per calendar year may be taken as time off or paid in cash for any portion of this leave remaining as of the end of the calendar year.

Educational – annually up to \$1,500 for approved tuition for courses taken as part of an accredited college or university degree program or for professional development workshops or seminars.

Professional Development Reimbursement – reimbursement for authorized personal development and improvements will be granted up to a maximum of \$750 per fiscal year. Personal well-being activities such as fitness and gym membership fees can be applied to \$750 per fiscal year.

Retiree Health – Generous city-paid health insurance offered to eligible retirees. Specifics of this benefit are determined based on tier / service requirement.

Life Insurance – The City offers basic life insurance coverage of \$3,000 to all members of the Executive Management Group. The City shall offer eligible employee's additional life insurance equal to one and one-half times the employees' annual salary at a 60/40 premium contribution split between the City and the employee, respectively.

For a complete description of benefits visit:

www.redwoodcity.org/home/showpublisheddocument/26874/638248280453070000

Recruitment Process

To apply for this outstanding career opportunity, please submit your application, resume and a compelling cover letter via CalOpps.org here: <https://www.calopps.org/redwood-city/job-20691813>

Schedule

Final Filing Deadline: January 25, 2026, at 11:59pm

Preliminary Interviews: Wednesday, February 18, 2026

Finalist Departmental Interviews: Thursday, February 19, 2026

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Please do not hesitate to contact Sarah Pisani at spisani@redwoodcity.org or (650) 780-7549 if you have any questions regarding this position or recruitment process.

Following the closing date, resumes will be reviewed in relation to the criteria articulated in this brochure. Candidates deemed to be the best qualified will be invited to a panel interview. The most highly qualified will proceed to the departmental interviews. The City anticipates making an appointment shortly thereafter, following the completion of thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate

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.

Any provisions contained in this bulletin may be modified or revoked without notice.

BUILD A GREAT COMMUNITY TOGETHER