




"...meeting community needs...enhancing quality of life."

OFFICE OF THE MAYOR

Timothy M. Hanna
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
Email: mayor@appleton.org

MEMORANDUM

TO: Members of the Human Resources & Information Technology Committee

FROM: Mayor Timothy M. Hanna 

DATE: March 6, 2017

SUBJECT: Relocation of Diversity and Inclusion Coordinator position

Diversity and inclusion continues to grow in importance at a national, state and local level, and the need for inclusion and respect is more critical than ever before. The City has recognized the need to proactively support diversity and inclusion in both our organization and in the community. Our vision is to be a community that is known as welcoming, inclusive and respectful to all residents, businesses and visitors.

In recent months, we have worked to fill our Diversity and Inclusion Coordinator position. During that recruitment process, we re-visited our expectations and scope of responsibilities for the position. We recognize that this is a City-wide position that serves all internal departments and external communities. We want the person in the position to be strategic, visionary, politically-savvy, a strong decision-maker and an excellent communicator, which are competencies that we expect of employees at the highest level of the organization. We expect the person to be proactive in building internal capacity in all City departments, while reacting to the external communities' needs as they arise.

Because this position is considered Non-Exempt under the Fair Labor Standards Act (FLSA), the person in the position is expected to fulfill these duties within the confines of a 40-hour work week. Often these hours are consumed in reacting to immediate needs that emerge, to the detriment of long-range strategic planning and proactive development of our organization to meet our vision of being a welcoming and inclusive community.

In recognition of the need for the position to be both strategic and flexible to meet City-wide needs, I am proposing to move the position to the Mayor's Office, and increase the responsibilities to give the position strategic oversight of internal and external diversity efforts,

March 6, 2017

Page 2

including development and administration of policies, communication, and training as they relate to diversity and inclusion. We expect these additional responsibilities will change the position to 'Exempt' status under FLSA, which will allow the position more flexibility to be both proactive and strategic, while still meeting the needs of the community when they emerge. We anticipate these added responsibilities may move the position to another classification category under the City's Compensation Plan once it has been reviewed by our external Compensation Consultant.

We expect these changes to yield the following benefits:

- The position will be more strategic, proactive, and deliberate in our approach to meet internal and external needs.
- The position will have oversight for all diversity and inclusion policies and communication, allowing for better coordination and a unified message from the City.
- By increasing the responsibilities, the position may be classified as 'Exempt', which will allow the candidate to have the ability to proactively build our internal capacity, while responding to diversity and inclusion needs without being restricted by FLSA hour limitations.
- The position will fulfill the key objectives of the City's Strategic and Comprehensive Plans.

Thank you for your consideration of these changes. Should you have questions, please let me know.