
Ethics Commission

**Department Racial Equity Action Plan
2024 Progress Report**

May 13, 2024

FY23-24: What is a racial equity practice that your dept/division has learned or implemented in the last year?

Recruitment and Hiring

In FY23-24, the Commission continued to focus on its hiring initiatives as a top priority due to several staff vacancies that needed to be filled, including the Executive Director's position which was vacant from January 2023 to January 2024. The department continued to implement strategies to promote greater equity and diversity in its recruitment practices by:

- Standardizing and simplifying job announcements
- Promoting job postings via DHR's diversity recruitment channels and social media
- Standardizing interview processes and ensuring required trainings for panelists
- Ensuring fair and equitable salary placements
- Streamlining onboarding and training procedures for new employees

FY23-24: What is a racial equity practice that your dept/division has learned or implemented in the last year?

Staff Retention and Professional Development

- Supported staff's needs during a period of significant organizational transition and severe staffing constraints by applying departmental policies and practices in a consistent and equitable manner.
- As several key positions were vacant during the fiscal year, various staff members took on new tasks/roles to support critical business functions. Ensured that staff members were assigned acting roles and compensated per applicable MOUs.
- Accommodated flexible working arrangements for staff in a consistent manner per the City's accommodation request process and Family Friendly Workplace Ordinance.
- Provided opportunities for staff to participate in the Council on Governmental Ethics Laws (COGEL) conference for professional development.
- Required the leadership team to participate in trainings offered by the Office of Racial Equity (in partnership with *Be the Change* Consulting) to deepen their knowledge and promote equitable workplace practices.

FY24-25: What is a racial equity practice that is a **priority for your dept/division to learn or implement this upcoming year?**

As a small department with significant budget constraints, the Commission continues to be limited in staffing and resources to make greater progress on its Racial Equity Action Plan goals. With new leadership in the department, the Commission's key organizational priorities for FY24-25 include:

Recruitment and Hiring

- Retain existing staff positions by securing essential funding through the City's budgeting process to support the Commission's core services and departmental operations in a sustainable and equitable manner.
- Continue to fill vacant positions by implementing equitable recruitment and hiring practices.

FY24-25: What is a racial equity practice that is a **priority for your dept/division to learn or implement this upcoming year?**

Professional Development

- Establish annual performance objectives for staff (Performance Plan and Appraisal Report) and implement equitable performance reviews.
- Continue to provide opportunities for staff to take trainings and participate in COGEL conference.
- Seek trainings for leadership team and staff on organizational best practices for racial equity.

FY24-25: What is a racial equity practice that is a **priority for your dept/division to learn or implement this upcoming year?**

Workplace Culture

- Promote greater staff engagement through opportunities for cross-functional collaboration and communication.
- Provide more opportunities for staff to provide feedback to the leadership team on organizational practices.

Resources

- Ethics Commission's [Racial Equity Action Plan Webpage](#) provides links to the latest plan and past reports.