



CITY OF MINNEAPOLIS

Director of Civil Rights

Position Profile

ABOUT THE CITY OF MINNEAPOLIS

The City of Minneapolis is the largest city in Minnesota and nationally recognized as a progressive city with a strong economy and a highly engaged and diverse populace. Minneapolis is well positioned for continued growth and prominence.

Learn about what makes Minneapolis great.
www.minneapolis.org/visitor

Our city operates with a Mayor-Council form of government. The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. Department heads are nominated by the Mayor and appointed by the Executive Committee. The Civil Rights department is one of the 10 charter departments within the City. The Civil Rights Director is responsible for providing vision, and to promote change as chief executive for the City department that receives and investigates discrimination complaints city-wide, monitors city and independent board contractors' affirmative action plans and programs, administers administrative hearings in discrimination cases, and provides oversight for the Minneapolis Commission on Civil Rights, the Workplace Advisory Committee, and the Police Conduct Oversight Commission. The City's annual budget is \$1.2 billion, and there are approximately 4,100 employees.

OUR WORKFORCE

The employees at the City of Minneapolis faithfully serve the residents, businesses, and visitors of the City every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists.



Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.

Our purpose, to serve the residents, businesses, and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

The employees of the City of Minneapolis are aligned for a singular purpose - to serve our community.

THE DEPARTMENT

The Civil Rights Department enforces the non-discrimination, police conduct oversight, small and underutilized business program, labor standards, and prevailing wage ordinances. The Director of Civil Rights leads a department with 35 employees and an annual operating budget of more than \$5 million. The department has five distinct divisions:

- Complaint Investigation
- Contract Compliance
- Civil Rights Equity
- Labor Standards and Enforcement
- Office of Police Conduct Review

MISSION STATEMENT

AND VALUES

To strategically position the department as the leading civil rights agency in the city of Minneapolis and to serve as a resource for resolution or deterrence of illegal discrimination, while pursuing the public's interest in securing justice. To enforce the Minneapolis Civil Rights Ordinance (MCRO) by fusing academic excellence, experience, and judgement to produce high quality investigations into allegations of discrimination, while forming critical partnerships within the community.

How Civil Rights has impacted the community

- Since 2016, activated more than \$160 million to be earned by BIPOC and women-owned and operated businesses.
- Facilitated over 600 Urban Scholar placements that have earned more than \$4 million in wages.
- Recovered approximately \$1 million in lost wages for Minneapolis workers.
- Investigated complaints alleging violations of the Minneapolis Civil Rights Ordinance; managed mediation and restorative justice programs.

THE POSITION

The Civil Rights Director is responsible for providing vision, and to promote change as chief executive for the City department that receives and investigates discrimination complaints city-wide, monitors city and independent board contractors' affirmative action plans and programs, administers administrative hearings in discrimination cases, and provides oversight for the Minneapolis Commission on Civil Rights, the Workplace Advisory Committee and the Police Conduct Oversight Commission. Additionally, the Civil Rights Director will:



- Direct and manage the Civil Rights function for the City, including contract compliance, complaint investigation, equity in employment, women and Black, Indigenous and People of Color (BIPOC) owned business programs.
- Direct and manage other functions within the Civil Rights Department including oversight of police misconduct investigations; Workplace Regulations Ordinances including Sick and Safe Time, Municipal Minimum Wage and Wage Theft; and Urban Scholars.
- Develop and foster a clear vision for the Department while promoting improvement and change.
- Develop and administer policies and organizational objectives to carry out the objectives of the Civil Rights Ordinance, including oversight of the investigations and determinations on complaints of discrimination city-wide.
- Oversee and manage all aspects of the department in the areas of administration, finance, personnel, and program initiatives.
- Develop relationships and partnerships with attorneys, community leaders, business executives, and city officials to collaborate on various civil rights related issues.
- Issue legal determination on civil rights, labor standards, and contract compliance issues.
- Engage in mediations and manage administrative hearings relative to resolving disputes.
- Monitor City and independent boards to ensure that contractors with the City are in compliance with the Civil Rights Ordinance, including reviewing Affirmative Action Plans, ensuring compliance with the Davis-Bacon Act, and issuing certificates of compliance to contractors.
- Manage contracts with federal, local agencies, and independent boards.
- Oversee the Small Business Underutilized Enterprise Program.
- Monitor contractors' adherence to HUD's Section 3 requirements.
- Provide support for the Civil Rights Commission, the Police Conduct Commission, and the Workplace Advisory Committee.
- Coordinate and align department priorities with policy priorities established by the Mayor, City Council, courts, and new legislation.
- Partner with other City department heads to develop action plans that support City and/or department goals and initiatives.
- Determine department-wide staff development needs and oversee implementation of development programs. Promote participation in continuing education programs.
- Represent the City in various forums.

DESIRED CAPABILITIES

The ideal candidate has outstanding and demonstrated experience leading civil rights enforcement and being a champion for large, civil rights initiatives that challenge the norm. Our new leader will have extensive experience working with diverse communities with a focus on equity. Strong written, oral, and interpersonal communications skills with the ability to manage stress and diffuse high stress/tension situations. The ideal candidate will also have knowledge of state and local civil rights laws and ordinances and collective bargaining, a deep understanding of working within under-served and under-represented communities; excellent decision making, problem solving and analytical skills; ability to think strategically and manage diverse and multiple functions, including embracing change in a fast-paced, dynamic municipal environment; excellent people skills and a demonstrated ability to lead, manage, and supervise the work of others; and the ability to collaborate with top level executives, elected officials, and stakeholders. Desired leadership characteristics include:



- Balance the need of strategic thinking and direction with the day-to-day management of the department.
- Have a high degree of integrity and work ethic.
- Collaborate with other government agencies, neighborhood groups, Mayor, City Council, and City staff and leadership to achieve goals of the City.
- Understand the needs of the community and work to develop strategies to respond.
- Understand the needs of communities experiencing trauma.
- A strong champion for change.
- Ability to operate professionally amid difficult times.

In addition, the City has adopted the following competencies for all leadership positions:

- **FOCUS ON RESULTS:** takes initiative, drives for results, and establishes stretch goals;
- **PERSONAL CAPABILITY:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **CHARACTER:** displays high integrity and honesty;
- **LEADING CHANGE:** develops strategic perspective, champions change, and connects the group to the outside world;
- **INTERPERSONAL SKILLS:** communicates powerfully and prolifically, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **CULTURAL AGILITY:** demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view; and
- **STRIVES TO CREATE A RACIALLY EQUITABLE WORK ENVIRONMENT:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.

EDUCATION AND EXPERIENCE

Juris Doctorate or Master's Degree in Business Administration, Management, Public Administration, or related fields of study along with ten years of leadership experience in the areas of human/race relations, civil rights, affirmative action and/or dispute resolution with at least five years of supervisory experience, including supervising senior professionals and/or senior managers.

COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$136,943 - \$162,336 depending on experience. Benefits include health and dental insurance, flexible spending accounts, disability insurance, employee assistance program, vacation, sick leave, paid parental leave, pension plans, and deferred compensation retirement savings.

TO APPLY

The position will remain open until filled. Priority will be given to those who submit a resume and cover letter by November 28, 2021. The City has engaged kpCompanies to conduct a national search for this leadership role. For more information about this opportunity, contact Joelle with kpCompanies via email at joelle@kpcompanies.com. To apply and submit your resume for this opportunity, go to kpcompanies.com.