

# 987

**An Ordinance Amending the Wage and Salary Classification Plan, Unaffiliated, to add the new position of ADA/Diversity, Equity, and Inclusion Coordinator**

WHEREAS: The need exists within the City of Methuen for oversight and direct leadership in the development, coordination and implementation of policies, programs and services that directly promote and foster a culture of community, diversity and inclusion; and,

WHEREAS: The City has created a professional position within the Department of Human Resources to support this critical work; therefore,

BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Sections 6-4 and 6-5 of the Methuen Municipal Code, unaffiliated, respectively, is amended by inserting the new position of "ADA/Diversity, Equity and Inclusion Coordinator" and new salary schedule, to wit:

Department: Human Resources  
Position: ADA/Diversity, Equity, and Inclusion Coordinator (Unaffiliated)

TITLE	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
ADA/Diversity, Equity and Inclusion Coordinator	Upon Passage	\$ 1,469.36	\$ 1,510.18	\$1,550.99	\$1,591.81	\$ 1,632.63
	Annual	\$ 76,407	\$ 78,529	\$ 80,652	\$ 82,774	\$ 84,897

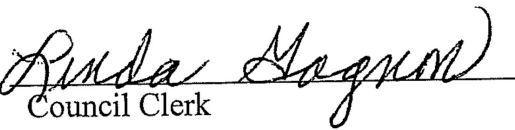
This Ordinance shall be effective upon passage

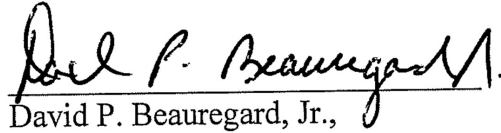
Be it Ordered that a certified copy of this ordinance be submitted to the Office of the Chief Administrative Financial Officer upon City Council approval.

RECEIVED  
CITY CLERK'S OFFICE  
METHUEN, MA  
2022 MAR 10 AM 11:32

First Read: January 19, 2022  
Adopted: February 7, 2022  
Effective: March 9, 2022

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous on February 7, 2022.

  
Council Clerk

  
David P. Beauregard, Jr.,  
City Council Chairman

Approved under MHRC Sec. 3-6  
Date: 3/4/22

Approved:   
Neil Perry, Mayor



## City of Methuen – Job Description – ADA/Diversity Coordinator

<b>Job Title:</b>	<b>ADA/Diversity, Equity, and Inclusion Coordinator</b>	<b>FLSA Category (Exempt? Y/N):</b>	Y
<b>Department:</b>	Human Resources	<b>Affiliation:</b>	Unaffiliated
<b>Classification/ Salary Range:</b>	Per Wage and Salary Scale	<b>Reports To:</b>	Director of Human Resources
<b>HR Contact:</b>	HR Director		

### Job Description

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:** The ADA/Diversity, Equity, and Inclusion Coordinator is responsible for recognizing, creating, and implementing plans to promote diversity within the City of Methuen. A significant part of the role is to ensure recruitment, hiring, and retention of diverse candidates for city-wide positions. Identify external trends and recognize best practices to increase diversity among the workforce. This position serves as the human resources regulator for diversity and ADA issues and ensuring the City follows appropriate legislation and employment laws regulations around bias and inclusion. Primary contact of complaints related to discrimination practices. Serves as the liaison between the City of Methuen and the Disability Commission.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of laws related to equal opportunity, disability issues, human and civil rights.
- Initiates objectives to attract diverse candidates for open positions throughout the city.
- Knowledge of community, action groups, politics (local), neighborhood and business concerns.
- Ability to organize and direct the preparation of comprehensive reports, analyze problems, ability to understand and interpret laws, prepare technical reports, and formulate recommendations.
- Ability to communicate effectively in a concise and convincing manner.
- Ability to effectively prioritize work from competing demands.
- Proven ability to work cooperatively in a diverse community.
- Ability to maintain effective relationships with parties who may have conflicting opinions.
- Exceptional communications skills. De-escalation, mediation, and supervisory skills.
- Ability to effectively use City IT equipment and software including computer skills in MS Word and Excel.
- Ability to manipulate and upload information to the City's website.
- Performance of duties requires strong communication skills and the ability to read for understanding and analytical purposes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supports the Director of Human Resources with the recruitment and hiring process to attract diverse candidates for all open positions throughout the City.
- Works with the Director of Human Resources to investigate complaints, develop reports and presentations to commissions.
- Attends committee meetings as required including the Diversity, Equity, and Inclusion Advisory Panel and Disability Commission. May work on initiatives with these groups as the city's liaison.
- Receives calls and complaints, reports, and provides summary to the commissions.
- Supports the City in the resolution of conflicts with cultural implications whenever possible and appropriate.
- Under the direction of the Director of Human Resources supports City efforts to diversify its workforce.
- Serves as the City liaison to provide resources for residents, businesses, and City staff regarding ADA and related local, state, and federal regulations.
- Under the direction of the Human Resources Director, assists with processing ADA accommodation and requests.
- Works with City Boards to coordinate objectives of the Disability Commission and other related Boards as directed.
- Assists with employee benefits as directed by the Director.
- Works with the Director of Human Resources to advise and assist City officials in ensuring City compliance with state and federal laws and regulations affecting people with disabilities.
- Assist with the training coordination on various subjects including diversity and unconscious bias.
- Supports the City in the coordination of special events as directed.
- Works closely with all department staff and provide support as directed by the Director.
- Assists the City in the implementation the ADA transition plan.
- Reviews City plans to ensure ADA compliance.

*The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position*

**EDUCATIONAL REQUIREMENTS:**

Associates degree with three to five years' relevant experience; Legal background preferred. Ability to work on MS Office and other computer databases. Must be familiar and have knowledge of all rules and regulation, as well as state and federal laws regarding diversity, ADA, and other related individual rights. Bi-lingual skills preferred.

**SUPERVISORY CONTROLS:** Works under the supervision of the Director of Human Resources. Performs varied and responsible duties requiring considerable initiative and judgment.

**SUPERVISORY RESPONSIBILITIES:** None

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: must be able to sit, stand, walk, bend, and reach on a consistent basis; must be able to lift at least 25 lbs.; must be able to see, hear, speak, and read; must be able to sit in front of a computer for extended periods of time; must be able to take and give direction effectively; must be able to communicate with others; must be able to drive and possess a valid driver’s license; must be able to work in an office setting; must be able to communicate effectively and work with the vast population of the city especially those with a wide-range of abilities.

**NATURE AND PURPOSE OF PERSONAL CONTACTS:**

Contacts are with a wide variety of people outside the City service and may include the business community, attorneys, public action groups, other police departments and judges. The purpose of the contacts may be to provide solutions or information to address varying ability needs, inform, defend, or justify departmental actions or to negotiate with others on controversial matters and interpretations of law.

**ADDITIONAL NOTES:** Performs all other work requested by the Director of Human Resources or the Mayor.

**Schedule:** The employee has regular office hours (M-Th) 8-4:30 and (F)-8-Noon. Flexibility in working outside of normal business hours as required. Attends board meetings as required outside regular working hours.

**Other:** Most work is performed under typical office conditions; the balance of the work is performed in attendance of evening meetings; the employee is occasionally required to situations/incidents outside of normal business hours. The employee has access to sensitive confidential information. The employee has a high degree of contact with city departments, local, state, and federal agencies as required, and the public. Contacts are in person, in writing, phone, text, emails and social media. Contacts require excellent public relations skills, persuasiveness, discretion, and resourcefulness. The employee operates standard office equipment and must have reliable transportation.

Reviewed by:		Date:	
Approved By:		Date:	
Last Updated By:	HR Director	Date:	10/28/2021
Union Approval	N/A		