

MEMORANDUM

Date: December 23, 2022

To: Kerry Lafleur

From: Rose Cratsley and Josh Lee (Concord DEI Commission Co-Chairs)

Subject: Town Hiring Practices and DEI Recommendations

This memo is in response to topics initially raised at the 12/19/22 Select Board meeting, and a meeting of the DEI Commission held 12/22/22. At the Commission meeting, we discussed the opportunity the Town has to diversify staff and further support stated DEI goals through the hiring of a Deputy Town Manager, a highly visible and influential position within town government. The DEI Commission is calling for increased equity, transparency, and inclusion. We understand that the town has worked hard to broaden the scope of its recruitment practices and seeks to develop a position and professional community that appeals to a diverse array of candidates. However, we think this process can be improved and result in a stronger, more qualified candidate.

In looking through the position description and the executive search firm, Community Paradigm Associates, there is no language, explicitly or implicitly stated, that this position, and therefore the town is committed to an equitable hiring practice or cultivating a truly inclusive professional environment. We wish to express our concerns that this search process may not do justice to the town's deep commitment to "progressive professional municipal management."

With this in mind, the DEI Commission would like to offer two recommendations for both immediate and ongoing consideration. We believe that attention to both of these recommendations will ensure sustained, equitable hiring processes for the town.

First, while we recognize that the search for the Deputy Town Manager is already in its advanced stages, the Town is likely to benefit from a stronger candidate if the position is reposted with specific language that highlights the Town's commitment to diversity, equity, and inclusion, and a statement expressly inviting candidates with diverse backgrounds to apply.

The language could emphasize Concord's foundational values as endorsed by the Select Board, and include statements like the following:

- We value diversity of backgrounds, experience, perspectives, and thoughts and believe they result in better outcomes and greater organizational impact.

- We value the uniqueness and dignity of each individual and their right to be their true and complete self.
- Concord is proud to be an equal opportunity employer committed to diversity and inclusion in the workplace and embracing a workplace with diverse voices and perspectives. We strongly encourage and seek applications from candidates with diverse backgrounds. Applicants are not discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical conditions, or any other protected characteristic under applicable law.

We ask that the search committee consider candidates who have the experience and expertise to further the town's mission and values, and to do so through a DEI framework. We believe the town has the prerogative to re-open the search to cast a wider net for a truly diverse pool of candidates.

Second, we wish to invite the Town Manager, members of the Personnel Board, and the Town's human resources department to a meeting of the DEI commission in February to hold an open dialogue around the town's hiring practices. We would like to lend our support to further strengthen the language and protocols around the recruitment, hiring, and retention of strong, diverse, and action-oriented town employees.

As always, we're grateful for the collaboration between town leadership and the DEI commission.