Diversity Development Committee

Role of the City Diversity Development Coordinating Committee (DDCC)

The DDCC will be a working group that will design the overall strategic approach to diversity development for City Bureaus. The DDCC will analyze and evaluate strategies, plans, initiatives, and actions and will propose a comprehensive plan to the City. The DDCC will monitor the implementation of the strategic plan.

Duties of DDCC Members

- Represent their Bureau to the committee in matters pertaining to diversity development.
- Present ideas, guidance, and support to the committee on diversity development issues and initiatives.
- Act as liaison between the DDCC and the bureau.
- Act as a resource to Bureau Directors and staff regarding issues of diversity development and the implementation of bureau diversity development plans.
- Become knowledgeable and skillful at addressing diversity issues through training and self-development.
- Share knowledge and skills with other DDCC committee members.

Time Commitment

The City Diversity Development Coordinating Committee meets monthly (for 2 hours per session). Members of the DDCC also review plans, reports, and other materials in preparation for the meetings. Total time commitment associated with DDCC meetings will be approximately 4 hours per month. This may vary throughout the year. Additional time may be required for committee members to address issues directly related to bureau activities and issues.

Membership Criteria

Each member of the DDCC is expected to be knowledgeable about the workings of the Bureau he/she represents and its diversity development efforts. All members should have access to the Bureau Director and Bureau Executive Team.

Note: While a DDCC Member may also be the Equal Employment Opportunity Representative for your Bureau, it is important to understand that the knowledge and skills of the EEO Representative differ from those of the DDCC. The EEO responsibilities are more technical and limited in focus to Affirmative Action Plan development/implementation and discrimination complaint investigation. The DDCC has a broader mission, which encompasses the AA/EEO function.