

RACIAL EQUITY PLAN
Furthering the Citywide Racial Equity Goals and Strategies

For the Period July 1, 2016 to June 30, 2021

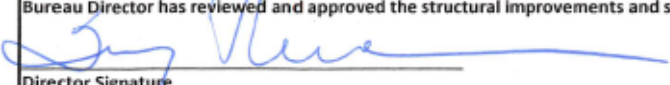
Bureau: City Attorney's Office

Director: Tracy Reeve

Bureau Equity Guiding Statement: The City Attorney's Office works with clients to ensure that all Portlanders have access to City services, benefits and programs free from discrimination, and that the civil rights of all Portlanders are legally recognized and protected by the City and its contractors and grantees. In addition, the office works to foster a professional atmosphere where members of a racially diverse work force are respected and valued, and racial equity is the norm.

Long-term Goal	Five Year Bureau Objective	Bureau Actions	Bureau Performance Measures	Evaluation Tool	Lead Staff	Due Date
End disparities in City government hiring and promotions.	The office has racially equitable recruitment and hiring practices to ensure staff composition reflects the racially diverse community served, and opportunities for professional development and growth are distributed equitably.	Recruit Honors Attorneys from a broad pool of racially diverse applicants to create opportunities for attorneys who are people of color interested in public service, including participation in recruitment and/or job fairs at racially diverse law schools.	Devote time and resources needed to hire and retain one honors attorney each year.	Personnel Files	Honors Attorney Hiring Committee	30-Jun
		Recruit law clerks from a broad pool of racially diverse applicants to create opportunities for attorneys interested in public service, including participation in recruitment and/or job fairs at racially diverse law schools.	Devote time and resources needed to hire and retain one to three law clerks each year.	Personnel Files	Law Clerk Hiring Committee	30-Jun
		Formalize and document a hiring process for all positions that includes utilizing panels that include people of color for resume review and interviews.	Develop and document process; use process for 100% of hires.	Hiring process and recruitment records	Kim Sneath	30-Jun
		Advertise open positions using print and web-based minority outreach services (e.g. The Skanner, Asian Reporter, Hispanic News, Diversityworking.com, etc.) and recruit from law schools with substantial populations of people of color.	Advertise 100% of job postings using minority outreach services.	Recruitment records	Kim Sneath	30-Jun
		Value racial equity and diversity as a job skill by including racial equity and diversity awareness questions during interviews.	Develop racial equity- and diversity-specific interview questions and use for 100% of interviews.	Recruitment records	Hiring Panels	30-Jun
		Regularly report to all staff on actions taken to create, promote and strengthen racial equity in the office, including data collected and equity goals achieved.	Create and distribute annual report to staff.	City Attorney Report to staff	Crystine Jividen and Equity Committee	30-Jun
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions	Bureau Performance Measures	Evaluation Tool	Lead Staff	Due Date
Provide equitable City services to all residents.	Attorneys incorporate a racial equity lens into legal work to advance the City's objective of achieving racial equity in all of its programs, services and activities. Attorneys assist clients who are proactively seeking equitable outcomes by providing public policy advice on legal risks of inaction as well as action in addressing racial disparities and disparate impacts.	Discuss case studies based on actual City Attorney's Office work and practical tips on how to advise clients on racial equity related laws and policies.	Present case studies and practical tips at two staff meetings per year.	Staff Meeting Agendas	Tracy Reeve	30-Jun
		Attorneys seek appropriate opportunities to engage communities of color regarding the provision of legal services and will advise clients regarding community engagement with communities of color and other community members.	Number of racial equity-related events attended annually.	Timesheets	Darla Eng and Attorneys	30-Jun
		Advise clients on racial equity-related laws and policies that support Citywide and bureau-specific racial equity goals.	100% of attorneys report providing legal work that supports City and bureau racial equity goals.	Timesheets	Darla Eng and Attorneys	30-Jun
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Create greater opportunities for City government contracting and procurement.	The office has increased utilization of underused contractors of color, including outside counsel and experts.	Work with Procurement to develop an outreach process to inform minority- and women-owned businesses and experts about contracting opportunities.	Percent of minority- and women-owned business and expert contracts.	RFPs/Contracts	Stephanie Harris	30-Jun
		Train staff involved in contracting and procurement processes to take actions that support removing barriers for communities of color.	Number of staff trained.	Procurement Report	Clair Warnock	30-Jun
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Racial equity and inclusion is an integral component of the Bureau's identity and culture.	The Bureau's structures and leadership uphold a racially equitable culture with strong internal and external accountability systems, a high comfort level in talking about racial equity, and an organization-wide desire to continue building capacity to understand the impacts of racial disparity and reduce its occurrence within the Bureau.	Require Equity 101 training for every City Attorney's Office employee and include in performance evaluations.	100% of staff attend Equity 101 training.	Performance Evaluation	Tracy Reeve and Supervisors	30-Jun
		Require all staff to attend a minimum number of racial equity events per year and report specific activities as part of annual performance reviews, including goals for the next performance year. (E.g. Title VI, Equitable Procurement, GARE Webinars, DEEP, etc.)	100% of staff report attending at least 2 racial equity/diversity events or trainings each year.	Performance Evaluation	Supervisors	30-Jun
		Organize racial equity related group activities for staff, including monthly diversity book club, annual Diversity Day, bi-annual equity-focused film viewing, and allow work time for participation in racial equity events.	Number of racial equity events organized and minimum of 2 hours per month of work time allowed for participation in equity events.	Diversity Calendar	Crystine Jividen and All Staff	30-Jun
		Promote participation in OSB equity/diversity outreach programs by paying for attorney membership in OSB Diversity Section.	100% of attorneys are members of the OSB Diversity Section.	Budget	Derily Bechthold and Crystine Jividen	30-Jun

Bureau Director has reviewed and approved the structural improvements and supports the implementation for these changes over the coming five years.


 Director Signature 10/12/16
 Date

Tracy Reeve
 Printed Name