



# Memorandum

**TO:** Kevin J. Jackson, Village Manager

**FROM:** Kira Tchang, Assistant Village Manager/HR Director

**FOR:** Village President and Board of Trustees

**DATE:** May 5, 2022

**SUBJECT: Chief Diversity, Equity & Inclusion Officer Position**

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This memo provides additional information on the new, Chief Diversity, Equity & Inclusion Officer as requested during the Village Manager's Report at the May 2, 2022 Board meeting.

The Village Board of Trustees authorized and appropriated funding for a new equity-focused position as a part of the FY 22 adopted budget. This role was originally conceptualized as the Assistant Director of HR & Racial Equity which was classified as a 13-PM in Appendix VII (Appointee Pay Plan). This rating includes the Assistant Village Attorney and the Chief Building Official, and the salary range for these roles is \$100,000 to \$135,000. The Village actively began recruiting for this role in December of 2021, but the candidate pool had few candidates who had the requisite human resources competencies in addition to experience and knowledge working in racial equity principles and practices.

As Village Manager Jackson has onboarded and familiarized himself with the Board's goals and the organizational structure, he identified an opportunity to redefine the equity role to one that is more competitive and comparable to the current market and should accelerate the Village's ability to address the Board's DEI goals and the organization's short and long-term needs.

The new position of Chief Diversity, Equity & Inclusion (DEI) Officer has been classified as a 14-PM position in the Appointee Pay Plan. The role will serve as a member of the Executive Leadership Team and has a specific focus on diversity, equity and inclusion across the organization and community. The 14-PM rating includes Fire Battalion Chief, Director of Adjudication, Deputy CFO, Police Commander, Village Engineer, and the Assistant Director of DCS, and the salary range for these roles is \$115,000 to \$160,000. Staff's intent is to hire between the salary minimum and the mid-point of \$137,500 depending on qualifications.

**cc:** Lisa Shelly, Deputy Village Manager  
Ahmad Zayyad, Deputy Village Manager  
All Department Heads  
Christina Waters, Village Clerk