



OakDOT Race and Equity Team Charter

Vision and Mission

The City of Oakland Department of Transportation (OakDOT) Race and Equity Team (RET) supports a broad vision for equitable transportation outcomes for Oakland's diverse communities. The OakDOT RET will work to implement this vision in accordance with the [OakDOT Strategic Plan](#), with the support of the Department Director through the adoption of the Race and Equity Charter (the "Charter"), and execution of the OakDOT Race and Equity Action Plan (the "Action Plan"). The overall mission of the RET is to end systemic causes of racial disparity through improving and developing policies, programs, and practices at OakDOT. This mission is a challenging and long-term effort that requires dedication and commitment from all staff and continuous assessment to ensure race and equity is embedded across our department's work. The RET mission is supported by the Department of Race and Equity, Administrative Instructions [580 - Race and Equity](#) and [6802 - Community Engagement](#), and Oakland Municipal Code (OMC) [2.29.170](#).

I. Role of all OakDOT Staff

All OakDOT staff (permanent, temporary, full- and part-time) are responsible for supporting the vision and mission of the RET and required to follow existing OakDOT and City policies on racial equity and community engagement. All OakDOT staff are responsible for:

1. [Participating](#) in race and equity trainings and achieving personal competency to understand, communicate, and act on issues of race and equity.
2. [Contributing](#) to the implementation of the Action Plan.
3. [Advancing](#) equitable outcomes by incorporating equity frameworks, tools, and performance measures into their workplan.
4. [Attending](#) RET meetings and/or identifying opportunities to advance equity within the department and communicating these opportunities to RET co-chairs and leads.

II. Role of the Department Director

The OakDOT Director is responsible for overseeing the implementation of the vision and mission of the RET. The Director is responsible for:

1. Completing Department of Race and Equity trainings, participating in personal or other race and equity training, and setting an expectation that staff will do the same¹.
2. Ensuring the development and implementation of an Action Plan, including assigning staff to develop the Action Plan, track progress, and provide updates.²
3. Ensuring accountability of department leadership and staff to follow the guidelines and requirements of this RET charter, including:
 - a. Establishing expectations that RET participation and training is explicitly supported by all leadership and treated as any other departmental work.
 - b. Providing necessary resources and staff time to incorporate race and equity performance objectives into the performance plans and work of each Section.
 - c. Supporting RET correspondence by communicating policy updates and distributing timely resources and equity tools to all OakDOT staff.
4. Requiring alignment with City policies on inclusive community engagement (i.e., AI 6802) and OakDOT policies on community engagement (i.e., Community Engagement Standard Operating Procedures (SOPs) by:
 - a. Ensuring that projects, policies, or plans that will impact the public incorporate community engagement into their process.
 - b. Championing the Community Engagement SOPs in the department and requiring staff to determine the level of community engagement required for a given project as outlined in the SOPs.
 - c. Ensuring staff have a plan, budget, and capacity to support the required level of engagement.
 - d. Attending twice as many events in highest and high priority neighborhoods than other priority neighborhoods³.
 - e. Authorizing pertinent staff to participate in the Inclusive Community Engagement Working Group (also known as the Citywide Community Engagement Working Group) and participate in relevant training.

¹As required by Administrative Instruction 580: "Department Directors will support furthering a shared vision of racial equity through their leadership and action, including [...] [i]ncorporating race and equity into department managers' performance objectives, including attending Advancing Racial Equity Academy (AREA) training, active support and facilitation of department equity activity, and staff support for participation in Race and Equity Team and AREA training."

² The Action Plan is in the early development phase and will include goals, strategies, and action items to advance equity in OakDOT policies, programs, and projects.

³ Neighborhood priority may be determined via the Geographic Equity Toolbox: <https://www.oaklandca.gov/resources/oakdot-geographic-equity-toolbox>. The event may be in-person, hybrid, or virtual. Virtual events will be tracked by the community geography they represent.

5. Requiring alignment with City policies and laws on race and equity, including AI 580 and OMC 2.29.170.
6. Supporting the identification of OakDOT's work and resource allocation to be analyzed for racial equity impacts and track progress toward equity outcomes.
7. Ensuring workforce equity by adopting policies that result in a diverse staff reflective of Oakland's communities.

III. Role of Department Leadership

Department leadership—including the Executive Management Team, Assistant Directors, Division Managers, Section Leads, and Supervisors—are responsible for carrying out the Director's initiatives related to realizing the vision and mission of the Race and Equity Team. Department leadership is responsible for:

1. Completing Department of Race and Equity trainings, participating in personal or other race and equity training, and setting an expectation that staff will do the same.
2. Participating actively by attending, preparing for, and providing updates at RET meetings.
3. Contributing to the development and implementation of the Action Plan to reduce racial disparities and improve equitable outcomes for staff and Oakland residents.
4. Holding staff accountable for developing equity impact analyses and ensuring that equity goals are realized, items in the Action Plan are completed, and performance criteria are met.
5. Institutionalizing the use of race and equity tools in the development and implementation of OakDOT policies, programs, and practices.⁴
6. Ensuring that staff are given opportunities and actively encouraged to participate in RET activities per AI 580.
7. Creating workload adjustments for RET leads and co-chairs to perform RET duties to ensure department deliverables are being strategically advanced.
8. Incorporating race and equity performance objectives into annual performance reviews.
9. Directing the development of Division/Section benchmarks and performance criteria (to be incorporated into performance plans) to advance race and equity goals related to each Division/Section's work via the Action Plan.
10. Participating in recruitment and retention activities to eliminate equity disparities in OakDOT's workforce while improving the hiring process to grow OakDOT's capacity in a timely manner.

⁴ Examples of race and equity tools include the REIA worksheets and guides, accessibility guidelines, and Community Engagement SOPs.

IV. Role of Head of Racial Justice and Transportation Equity

The Head of Racial Justice and Transportation Equity is the position within Department Leadership responsible for leading the implementation of the vision and mission of the Race and Equity Team. This role includes:

1. Advising the Director and Department Leadership on the equity impacts of their decisions.
2. Leading the development and implementation of the Action Plan.
3. Guiding departmental strategy to achieve equity goals.
4. Developing internal policies and procedures to enable racially just community investment, to support the function of RET, and to make OakDOT a more equitable place to work.
5. Initiating and leading special projects in response to community needs.
6. Creating and delivering race and equity training content for the department.
7. Representing OakDOT in the community, media, and to government officials on equity-related issues.

V. Role of Project Managers

Project managers are responsible for advancing the vision and mission of the Race and Equity Team through plans, projects, and programs. Project managers are responsible for:

1. Aligning with City policies on inclusive community engagement (i.e., AI 6802) and Utilizing OakDOT's Community Engagement Standard Operating Procedures, by:
 - a. Developing engagement plans for plans, projects, and programs that require an engagement plan, as defined in AI 6802 and the Community Engagement SOPs.
 - b. Sharing proposed community engagement plans and materials to OakDOT RET committees and/or working groups for input and feedback.
 - c. Implementing engagement plans, tracking progress, and reporting out as needed.
 - d. Conducting equity analyses to identify the historically underserved and underrepresented communities that will be impacted by the project and develop an outreach plan for reaching them. As determined by Head of Racial Justice and Transportation Equity and Department Leadership, project managers and staff should develop Racial Equity Impact Analysis documents (REIA) for their projects.
 - e. Developing materials and communications that are simple, easy to understand, and accessible and translated for the communities impacted by the project.
 - f. Keeping records of participation, feedback and input received, and racial and geographic demographics of participants.
 - g. Including information in Council Reports and following up with participants about how their feedback and input was incorporated into any final decisions, outcomes or plans and how input from historically underrepresented groups was prioritized.

2. Ensuring consultants have access to and knowledge of City policies on inclusive community engagement and OakDOT's Community Engagement Standard Operating Procedures.

VI. Role of RET Co-Chairs

RET Co-Chairs work to achieve consensus within the RET, build staff capacity for equity-related work, and end systemic causes of racial disparity. Co-Chairs set meeting times, facilitate conversations both within and outside of regular meetings, look for growth opportunities in pursuit of capacity building, and act as the primary liaisons between the OakDOT RET and Executive Management Team. RET Co-Chairs are responsible for:

1. Demonstrating a commitment to developing race and equity competency beyond minimum requirements, including participating in personal race and equity training.
2. Co-leading the development of the Action Plan alongside the Department Director and leadership.
3. Convening and facilitating RET meetings at least once a month and supporting committees to complete items in the Action Plan.
4. Tracking progress on RET initiatives and offering perspective when requested.
5. Meeting with the Department Director, Department Leadership, and staff in the Department of Race and Equity to coordinate on RET initiatives, track progress, and keep all relevant roles accountable for making progress on equity goals and action items.
6. Engaging in capacity building and organizing training opportunities for staff to develop their personal and professional skills.
7. Assessing and supporting team members' leadership skills development.
8. Serving at least a one-year term and managing a transparent process for selecting new facilitators and transferring institutional knowledge.
9. Attending or facilitating OakDOT representation at Citywide Race and Equity Lead meetings and the Citywide Community Engagement Working Group meetings.

VII. Role of Leads


RET Leads steer RET Committees and/or support or lead initiatives to advance the goals and mission of RET. RET Leads are responsible for:

1. Leading RET committees by defining the goals of the committee, facilitating meetings, and supporting RET initiatives.
2. Attending Citywide RET-related meetings, as needed, and reporting back to RET Co-Chairs and applicable RET Leads.
3. Creating and updating RET tools, reports, and presentations, including but not limited to the Geographic Equity Toolbox, OakDOT-specific Racial Equity Impact Analysis guides,

OakDOT Community Engagement Standard Operating Procedures, and OakDOT hiring policies and procedures.

- 4. Facilitating activities and dialogue to build support and understanding of equity frameworks and tools within the Department.
- 5. Recruiting and mentoring new RET Leads and supporting staff in skills development and the implementation of equity tools in their work programs, community engagement activities, and projects.

Signed,


Josh Rowan (Apr 16, 2025 14:08 PDT)
Josh Rowan, Director


Apr 16, 2025

Date

Colin Piethe
Colin Piethe (Apr 16, 2025 14:08 PDT)
Colin Piethe, RET Co-Chair

Apr 16, 2025

Date


Ruth Meza (Apr 16, 2025 14:09 PDT)
Ruth Meza, RET Co-Chair

Apr 16, 2025

Date












Final OakDOT RET Charter 2025

Final Audit Report

2025-04-16

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