



CITY OF OAKLAND

Department of Transportation
250 FRANK H. OGAWA PLAZA
OAKLAND, CALIFORNIA 94612-2033

OakDOT Race and Equity Team Charter

Vision and Mission

The City of Oakland Department of Transportation (OakDOT) Race and Equity Team (RET¹) supports a broad vision for equitable transportation outcomes for Oakland's diverse community. 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. The RET mission is supported by the Department of Race and Equity and the Administrative Instructions such as [580 - Race and Equity](#) and [6802 - Community Engagement](#). This mission is a challenging and long-term effort that requires dedication and commitment from all levels of staff.

I. 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. Achieving race and equity competency, including participating in race and equity training and encouraging staff to do the same;
2. Leading the development and approval of an Action Plan, including goals, strategies, and action items to advance equity in OakDOT policies, programs and projects;
3. Ensuring accountability of OakDOT leadership, including Assistant Directors, Division Managers, Section Leads, and staff to develop, set, and meet equity goals through the completion of action items;
4. Providing necessary resources and staff time to incorporate race and equity performance objectives into the performance plans and work of each Section:
 - i. The Director shall ensure RET participation is supported by all leadership;
 - ii. The Director shall support RET correspondence by properly distributing RET implementation and policy updates to all OakDOT staff;

¹ See Sections III and IV for definition.

5. Attending more events in higher priority neighborhoods than lower priority neighborhoods².

II. 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. Achieving race and equity competencies, including participating in personal race and equity training and setting an expectation that staff will do the same³;
2. Contributing to the development and implementation of the Action Plan;
3. Institutionalizing the use of race and equity tools in the development and implementation of OakDOT policies, programs, and practices;
4. Advancing changes to OakDOT policies, programs, and practices to reduce racial disparities and improve equitable outcomes for staff and Oakland residents;
5. Ensuring that RET participation by all employees is supported by all supervisors;
6. Participating actively by attending, preparing for, and providing updates at required RET meetings identified in the [Charter Addendum](#);
7. 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;
8. Holding staff accountable for developing program-specific equity impact analyses and ensuring that equity goals are realized, items in the Action Plan are completed, and performance criteria are met;
9. Creating workload adjustments for RET members to perform RET duties, consulting with EMT as helpful to prioritize and ensure department deliverables are being strategically advanced;
10. Incorporating race and equity performance objectives into annual performance reviews.

² Neighborhood priority may be determined via the Geographic Equity Toolbox: <https://www.oaklandca.gov/resources/oakdot-geographic-equity-toolbox>.

³ As 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."

III. 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. Modeling a commitment to developing race and equity competency, including participating in personal race and equity training;
2. Co-leading the development of the Action Plan alongside the Department Director;
3. Convening and facilitating RET meetings at least once a month, and supporting subcommittees to complete items in the Action Plan;
4. Tracking progress on RET initiatives and offering perspective when requested;
5. Meeting with the Department Director and staff in the Department of Race and Equity, conveying challenges with work completion, and identifying opportunities for departmental progress;
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.

IV. Role of RET Members

Any OakDOT employee can and should be an RET Member. RET members are responsible for:

1. Working to achieve personal race and equity competencies, including participating in personal race and equity training;
2. Contributing to the development and implementation of the Action Plan;
3. Facilitating activities and dialogue to build support and understanding of equity frameworks and tools within the Department;
4. Identifying opportunities to improve outcomes by applying equity frameworks, tools, and performance measures;
5. Recruiting and mentoring new RET members and supporting non-RET staff in skills development and the implementation of equity tools in their work programs, community engagement activities, and projects;

6. Attending RET meetings (e.g., full group discussions, standing caucuses, ad-hoc work groups) and actively leading or contributing to the work of at least one RET subcommittee.

Signed,



Fred Kelley, Director

10/24/23

Date



Jasmine Zamora, RET Co-Chair

10/24/23

Date

Charlotte Niles-Birks
[Charlotte Niles-Birks \(Oct 24, 2023 12:56 PDT\)](#)

Charlotte Niles, RET Co-Chair

10/24/23

Date

Charter 2023.docx

Final Audit Report

2023-10-24

Created:	2023-10-24
By:	Jasmine Zamora (jzamora@oaklandca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAALH9xkE44drq0gu23TMjaHOxp4jHYj54f

"Charter 2023.docx" History

-  Document created by Jasmine Zamora (jzamora@oaklandca.gov)
2023-10-24 - 7:48:10 PM GMT- IP address: 98.45.147.120
-  Document emailed to cniles@oaklandca.gov for signature
2023-10-24 - 7:48:49 PM GMT
-  Email viewed by cniles@oaklandca.gov
2023-10-24 - 7:49:15 PM GMT- IP address: 40.94.28.254
-  Signer cniles@oaklandca.gov entered name at signing as Charlotte Niles-Birks
2023-10-24 - 7:56:13 PM GMT- IP address: 209.232.103.91
-  Document e-signed by Charlotte Niles-Birks (cniles@oaklandca.gov)
Signature Date: 2023-10-24 - 7:56:15 PM GMT - Time Source: server- IP address: 209.232.103.91
-  Agreement completed.
2023-10-24 - 7:56:15 PM GMT



City of
Oakland

Powered by
Adobe
Acrobat Sign