



Human Relations Commission

Agenda Report

For Agenda of: 2/5/2025
Item Number: 4b

FROM: Greg Hermann, Deputy City Manager
Prepared by: Samantha Vethavanam, DEI Admin Specialist

SUBJECT: STAFFING UPDATES IN THE OFFICE OF DEI

RECOMMENDATION

The Human Relations Commission (HRC) to receive an update about two staffing updates that have recently occurred in the Office of Diversity, Equity, and Inclusion (DEI).

BACKGROUND

The Office of DEI within the City of San Luis Obispo is tasked with supporting and staffing the Human Relations Commission (HRC). The Office of DEI has recently undergone some staffing changes which are pertinent for the HRC to be aware of.

First, the DEI Manager position is currently open for recruitment. Recruitment for the role opened on January 16, 2025 and will be open until February 9, 2025. Interviews will take place on February 26, 2025 in person and will include one representative from the Human Relations Commission and one representative from the internal employee DEI Committee. The City is casting a wide net for recruitment and is advertising the job posting in multiple relevant forums and job boards. HRC members should feel free to circulate the job opening to their networks.

Second, is that the DEI Administrative Specialist role has now been filled. Samantha Vethavanam has filled this position and started on January 16, 2025. She will be responsible for filling the duties that the previous DEI Management Fellow held, including supporting the HRC, supporting implementation of the various grant programs administered by the Office of DEI, supporting the internal DEI Employment Committee and other internal departments, and supporting the implementation of the DEI Strategic Plan, among other duties.

NEXT STEPS

Receive the update to staffing within the Office of DEI.