

DIRECTOR OF POLICE STAFFING SERVICES

City and County of San Francisco, CA





THE CITY

San Francisco is the fourth largest city in California with more than 865,000 residents and a daytime population that swells to more than 1.2 million. It is also one of the most culturally diverse and internationally recognized of all American cities; the community is a blend of residents, businesses, and tourists from many ethnic cultures and backgrounds. San Francisco is one of the most ethnically diverse major cities in the United States, with residents of Asian (33%), Hispanic (15.1%), African American (5.8%), Native American (.2%), Pacific Islander (.4%), Caucasian (41.9%), and other (3.5%) descent. The City is also home to the third largest concentration of members of the LGBTQ community among the 50 largest U.S. cities.

Built on a 49 square-mile peninsula, its unique terrain is bordered on three sides by the Pacific Ocean and the San Francisco Bay. Regionally, San Francisco is often referred to as the economic and cultural hub of the Bay Area because of its vibrant make-up. The Police Department is known as an agent of the community that embraces and addresses issues in a transparent and open manner.

Additional information can be found at sfgov.com

THE GOVERNING STRUCTURE

San Francisco is the only city in California that is also a county. Its legislative powers rest in an eleven-member Board of Supervisors elected by district, with each Supervisor serving a four-year term. The Mayor – the chief executive of the city – is elected by the voters for a four-year term, as are the City Assessor, Treasurer, City Attorney, Public Defender, District Attorney, and Sheriff.

By City Charter, the Police Commission is empowered to create and enforce the policies and procedures it deems necessary to provide for the efficient operation of the Police Department. Four members of the commission are appointed by the Mayor and confirmed by the City's Board of Supervisors, and the remaining three members are direct appointees of the Board. The Chief of Police is nominated by the City's seven-member Police Commission and reports jointly to the Mayor and the Commission. The Chief of Police serves at the pleasure of both the Mayor and the Police Commission. The SFPD Command Staff consists of the Chief, Assistant Chiefs, Deputy Chiefs, Commanders, and Directors.

THE DEPARTMENT

With a 2017-2018 budget of \$588 million, the SFPD has 2,100 sworn officers and 528 civilian employees who work in one of six Bureaus:

- The Operations Bureau manages the Patrol Division, Investigations Bureau, and Community Engagement Unit.
- The Special Operations Bureau manages Traffic enforcement, Tactical and Homeland Security Divisions, and officers assigned to the San Francisco's public transportation system.
- The Chief of Staff supports the Chief of Police and oversees Media Relations and the Risk Management Office.
- The Administration Bureau manages the Training, Personnel (Staff Services), Records, Property, Forensics Divisions, Fleet and Facilities.

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- The Airport Bureau provides police services for the San Francisco International Airport (SFO).
- The Professional Standards and Principled Policing Bureau coordinates the efforts of the Police Department in response to the U.S. Department of Justice Collaborative Reform Initiative.

THE DIVISION

The Staff Services Division consists of 71 employees (21 sworn, 50 civilian) and is organized into five units:

- **Personnel** - This unit oversees all human resources functions, including labor relations, onboarding, separations, promotions, leaves of absence, and personnel distribution and assignment.
- **Payroll** - This unit processes the payroll for the entire Department in liaison with the Office of the Controller.
- **Background Investigations** - This unit is responsible for the investigation of applications for employment working closely with physicians, psychologists, polygraph technicians, and other outside agencies.
- **Medical Liaison** - This unit oversees the health of members which includes workers compensation, medical restrictions and medical claims validation, ADA, and Injury and Illness prevention programs.
- **Recruitment** - This unit is responsible for recruiting activities for Police Officers and Cadets, including attending career fairs, school outreach, hiring workshops and actively networking with educational institutions and local, state, and federal government agencies.

THE POSITION

Reporting to the Chief of Police or designee, the Director of Staff Services is responsible for developing and implementing division goals, objectives, policies, priorities, and strategic plans. The incumbent will also determine service levels, resource allocation, and staff assignments for the division as well as set objectives and monitor the performance of subordinate staff.

As the Police Department's labor expert, the Director of Staff Services will consult, advise and inform department/agency heads or high level managers on personnel related matters and implement, interpret, and enforce personnel rules, regulations and policies. The Director will communicate regularly with executive-level management regarding the Department's activities and the coordination of efforts with other City departments. This individual will also present organizational issues before legislative boards, outside organizations, Mayor's Office staff and the media.

Finally, the Director of Staff Services will be responsible for ensuring operational and administrative efficiencies. After auditing the Division and reviewing current policies and procedures, he/she will identify and implement measures to enhance day-to-day operations. Additional responsibilities will include special projects such as coordination and implementation of recommendations contained in the U.S. Department of Justice Collaborative Reform Initiative.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative human resource professional with public safety experience who enjoys working in a fast-paced, team-oriented environment where new ideas and fresh perspectives are welcome and encouraged. This individual will be a thought leader and strategic thinker who forecasts future needs and plays an instrumental role in helping the San Francisco Police Department complete its transition to a more modern, transparent, efficient, and trusted community partner. The successful candidate will be a person who inspires, mentors, and cross-trains staff to assist in their professional development and to ensure that the Division's work is timely, helpful, and accurate.

The Director of Staff Services will be an excellent communicator with highly developed writing and presentation skills. He/she will stay abreast of emerging human resources and legislative trends on a local, state, and national level to develop strategic plans and best practices.

Essential knowledge, skills, and abilities for this position include knowledge of Human Resource policies and procedures; ability to strategically plan and problem solve at the Executive or Senior Management level; strong ability to manage a large Division of sworn and civilian staff for a 24/7 public sector employer; excellent leadership skills including supervising and mentoring subordinate staff; ability to make recommendations and present them effectively; ability to clearly interpret all applicable laws, ordinances and codes; and provide guidance to managers in a calm, effective manner in stressful situations.

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 ALLIANCE
RESOURCE CONSULTING LLC

Desired Education and Experience:

- Possession of a baccalaureate degree from an accredited college or university, preferably with major course work in Human Resources, Business Administration, Public Administration, Industrial Psychology or related field. A Master's Degree in Human Resources Management, Industrial/Organization Psychology, Public Administration, Business Administration, or related field or a Juris Doctorate Degree are highly desirable.
- Five (5) years of verifiable professional human resources experience, including two (2) years of supervisory experience. Significant assignments in labor relations, staffing and selection, employee disciplinary processes, classification and compensation, personnel and payroll administration, and use or supervision of the use of human resources information management systems are highly desirable.

Licenses; Certificates; Special Requirements:

Possession of a valid California driver's license.

COMPENSATION & BENEFITS

The annual salary range for this position is \$145,548 to \$185,744. Appointment above the maximum of the normal range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range. The recruiter will provide details regarding required employee contributions (17.15% to 21.15% of salary) upon request.

In addition to a competitive salary, the City also provides an excellent benefits package, which includes:

Retirement – Through the San Francisco Employee Retirement System (SFERS) a defined-benefit retirement is provided under the “2.3% at 62” miscellaneous employees’ formula.

Life Insurance – Life insurance is provided in the amount of \$50,000.

Benefits – Eligible Municipal Executives may enroll themselves and eligible family members in medical, dental, and vision benefits.

Executive Leave and Vacation – Five days of paid executive leave and five ‘floating holidays’ are provided annually. Vacation days are accrued at increasing rates starting with ten days annually in the first five years of continuous service, rising to twenty days annually after completing fifteen years of continuous service.

Legal Holidays – Eleven (11) paid legal holidays per year.

Sick Leave – Thirteen (13) days annually.

HOW TO APPLY

Apply on-line at www.alliancerc.com by December 18, 2017. Please note, to be considered for the position, all candidates must agree to complete a Police background check.

For questions and inquiries, please contact:

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