

HUMAN RESOURCES SERVICES DIRECTOR

San Francisco Public Utilities Commission





THE COMMUNITY

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 African American (5.8%), Asian (33%), Caucasian (41.9%), Hispanic (15.1%), Native American (.2%), Pacific Islander (.4%), 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.

SAN FRANCISCO PUBLIC UTILITIES COMMISSION

The San Francisco Public Utilities Commission is a department of the City and County of San Francisco that provides retail drinking water and wastewater services to San Francisco, wholesale water to three Bay Area counties, and greenhouse gas-free hydroelectric & solar power to San Francisco's municipal departments and select local residential and business communities through the CleanPowerSF and Hetch Hetchy Power programs.

The SFPUC is comprised of three essential 24/7 service utilities: Water, Wastewater and Power. The mission of the SFPUC is to provide customers with high quality, efficient and reliable water, power, and sewer services in a manner that is inclusive of environmental and community interests, and that sustains the resources entrusted to our care. These functions are supported by the Business Services, Infrastructure and External Affairs bureaus. It has about 2,300 employees working in seven counties with a combined annual operating budget of over \$1 billion.

THE POSITION

The SFPUC is seeking an innovative and seasoned Human Resource director to lead and manage HR strategy and governance for the SFPUC. This position will drive operational efficiencies and support business objectives through oversight of recruitment and selection programs, navigating and resolving employee relations issues, directing the health and safety programs, overseeing compensation activities, and successfully delivering HR programs and policies through the development and maintenance of strong partnerships with City and County staff and policy-making officials.

Essential functions of the position include:

- Provide strategic direction and leadership for all SFPUC Human Resource Services, which includes employees working from the San Francisco Bay Area to the Sierra Foothills;
- Leads the development and implementation of goals, policies, and strategic plans for Human Resource Services;
- Manage the allocation of resources and administrative systems required to accomplish the mission and objectives of Human Resource Services;
- Oversee the preparation, implementation, and monitoring of the budget for Human Resources; Represent the Public Utilities Commission before the Commission and boards related to Human Resource Services;

HUMAN RESOURCES SERVICES DIRECTOR

San Francisco Public Utilities Commission

- Coordinate Human Resource activities and needs with SFPUC enterprises and divisions, as well as other City departments;
- Plan, organize, direct and review the activities and operations of the SFPUC Human Resource Services Bureau;
- Oversee and manage the coordination of a variety of human resource transactions, including salaries, classifications and recruitment;
- Oversee and manage the coordination of labor relations activities;
- Direct staff development, evaluation and training programs;
- Review, recommend and facilitate improvements in human resource policies and procedures; and
- Participates in executive, management, and organization staff meeting and attends other meetings and seminars.

THE IDEAL CANDIDATE

The ideal candidate will be a human resources expert with strong managerial skills, excellent communication and interpersonal skills, and an unwavering commitment to supporting and motivating a dynamic, geographically dispersed, and diverse workforce. This person will have a positive track record of successfully planning, implementing, and managing all facets of human resources including extensive experience in labor relations and working with union employees, recruitment and selection. Finally, this individual will be highly skilled at leading workforce development, and succession planning processes.

The Leadership Competency Model illustrates what it means to be successful for any leader at the SFPUC, supporting our commitment to organizational excellence. The ideal candidate will have a demonstrated track record and ability to exercise the following competencies which are the most critical to the Human Resources Services Director role:

- **Relationship Management** – Leverages outstanding communication skills to build open, honest, and respectful relationships, developing networks and lasting partnerships across boundaries to maintain strategic relationships and achieve common goals. Engages and works collaboratively with the active unions, diverse neighborhoods, other departments and the PUC's Executive Team.
- **Strategic Planning** – Formulates objectives and priorities, implements plans, and allocates resources to achieve the long-term goals of the organization. Implements the capital plan, tracking progress and staying on top of the multi-year implementation.
- **Business Acumen** - Leverages business concepts, terms, and tools to achieve desired outcomes and develop sound budgets and plans surrounding the financial and operational functions of the organization.
- **Change Management** – Provides active and visible sponsorship for change initiatives in order to drive the adoption and usage of new solutions to fully realize organizational benefits and project objectives.
- **Accountability** – Inspires trust by acting with integrity, honesty, and fairness. Holds self and others to their roles and responsibilities. Acts as a responsible steward of the resources entrusted to the SFPUC.
- **Risk Management** – Identifies, assesses, and mitigates operational, financial, legal, or health and safety risks impacting the organization's achievement of strategic goals and objectives.
- **Talent Management** – Builds and develops a highly-skilled workforce based on organizational goals, budget considerations, and staffing needs. Creates succession planning strategies to address an aging workforce.
- **Innovation** – Creates a thriving culture in which employees feel both safe and encouraged to explore new ideas and improve existing ones. Voices opinions, remaining open to feedback, diverse perspectives, and embraces opportunities for improvement and change.



- **Safety Excellence** - Actively promotes a safety culture of the highest standard by allocating resources, ensuring compliance, and creating policies aligned with industry best practices.

Education, Certifications and Experience

The candidate should possess four (4) years of managerial experience (which all must include supervisory) in large human resources department; AND a baccalaureate degree from an accredited college or university. A master's or law degree is highly desirable.

Appointment Type

Permanent Exempt. In accordance with San Francisco Charter Section 10.104,14 exempt employees serve at the discretion of the appointing authority.

COMPENSATION

The expected hiring range for this position is \$149,916 to \$191,308. 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 City also provides an excellent benefits package, including:

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.

For additional information regarding benefits, visit: <https://sfdhr.org/benefits-overview>

HOW TO APPLY

Please **apply on-line** by **April 26, 2019**, at www.alliancerc.com. For questions and inquiries, please contact:

Cindy Krebs

Telephone: (562) 901-0769 Email: ckrebs@alliancerc.com

or Sherrill Uyeda

Telephone: (562) 901-0769 Email: suyeda@alliancerc.com

ALLIANCE RESOURCE CONSULTING LLC

1 Centerpointe Drive, Suite 440

La Palma, CA 90623



<http://twitter.com/GoAllianceRC>



Alliance Resource Consulting LLC

The City/County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy.