EXECUTIVE OFFICER, CIVIL SERVICE COMMISSION
City & County of San Francisco, CA
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 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 (0.2%), Pacific Islander (0.4%), 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.

THE GOVERNMENT
Incorporated in 1850, the City and County of San Francisco is a consolidated city-county. It is the only such consolidation in the state of California. The Mayor is also the County Executive and the County Board of Supervisors acts as the City Council. Because of its unique status, the government of San Francisco is responsible for a broad array of city, county, and regional functions. These include management of county health, welfare, and justice functions; a port, international airport, and a public transportation agency; and, a regional public utility department offering water, sewer, and power to customers in San Francisco and the broader region.

The City charter defines the two branches of government in San Francisco. The executive branch, led by the Mayor, includes other citywide elected and appointed officials. The legislative branch consists of the eleven-member Board of Supervisors. The Board, led by a President, is responsible for passing laws and budgets. San Franciscans can also make use of direct ballot initiatives to pass legislation. Voters elect members of the Board of Supervisors as representatives of specific districts within the city. The current Mayor is London Breed, and the Board President is Norman Yee.

THE CIVIL SERVICE COMMISSION
The San Francisco Civil Service System was established under the 1900 Freeholder Charter. It was established, simultaneously with the establishment of the merit system for the City and County of San Francisco and is one of the oldest in the country, pre-dated only by just a few years by Chicago, New York, and a few other Eastern municipalities. San Francisco has the oldest civil service system West of the Mississippi.

The Civil Service Commission is a five-member board appointed by the Mayor to six-year terms. The Commission is charged with overseeing, regulating and serving as the final arbiter of the City and County of San Francisco civil service merit system.

The Civil Service Commission fulfills its Charter and legal mandates by establishing and promulgating rules, policies and procedures that establish the framework for the operation of the City’s personnel system on merit system matters such as applications, examinations and classifications; by considering and rendering final and binding decisions on appeals of the Human Resources Director’s/Director of Transportation’s or Executive Officer’s decisions; by ensuring compliance with Commission-established rule and regulations through the its Inspection Service and Audit programs; and, when
necessary and appropriate, by inquiring into the operation of the merit system through hearings and its power to issue subpoenas, and by directing the Human Resources Director to take such actions as necessary to carry out the civil service provisions of the Charter. The Commission is also charged by the Charter with setting the salaries and benefits of all City and County elected officials and operating certain aspects of the City’s Employee Relations Ordinance.

THE POSITION

The Executive Officer reports directly to, and serves at the pleasure of the Civil Service Commission; is the department head for the Civil Service Commission Department; and acts on behalf of the Commission in overseeing the operation of the merit system and carrying out the civil service and merit system provisions of the Charter.

Under general administrative direction, acts as executive officer of the Civil Service Commission department and secretary to the Civil Service Commission; manages and conducts the general administrative activities of the Commission; represents the Civil Service Commission before other boards and commissions; acts as liaison to the Human Resources Department, the Municipal Transportation Agency and the school districts; and performs related duties as required.

Duties include but are not limited to:

- Serves as department head for the Civil Service Commission Department, manages its operations and activities, and supervises and directs the work of the Commission’s six full-time staff members.
- Acts as secretary to the Civil Service Commission; attends regular and special meetings; records minutes and proceedings and subsequently directs the transcription of such records, as required; carries out the rulings and decisions of the Commission by correspondence and other means, including implementing the directives from the Commission to the Human Resources Director, the Director of Transportation, City departments and school districts on the merit system and other matters under its jurisdiction.
- Ensures compliance with applicable public records and public meeting laws;
- Ensures compliance with meet and confer obligations under state and local laws;
- Establishes and promulgates procedures for the processing of appeals to ensure timely resolution;
- Advises the Commissioners on the creation, revision and application of civil service rules and policies to implement the civil service provisions of the Charter; drafts rule and policy language and represents the Civil Service Commission, provides direction and/or conducts meet and confer/negotiations on rule and policy matters.
- Operates the Commission Audit Program and Charter-mandated Inspection Service; conducts the inquiry, review and audit of departmental records and merit system practices; makes findings and recommendations up to and including directives on remedial action and system improvement and carries out directives of the Civil Service Commission affecting all City departments.
- Carries out surveys and other activities required in wage-setting responsibilities for elected officials; and coordinates other Charter- and/or Administrative Code- mandated salary and benefit surveys.
- Administers Civil Service Commission responsibilities as described in the Employee Relations Ordinance.
- Prepares periodic reports on the operation of the civil service merit system. Assists the Commission in the conduct of its business; prepares memoranda and correspondence.
- Prepares the budget for the Department, and negotiates with the Mayor’s Office and Board of Supervisors on the Department’s proposed budget as necessary; subsequently maintains control of expenditure authorizations within limits of budgetary appropriations; issues requisitions for personal services, materials, supplies, and equipment.
- Performs such additional duties as assigned from time to time by the Commission.

The Executive Officer has a staff of five. The position is open due to the incumbent taking a promotional opportunity within the City and County of San Francisco.
THE IDEAL CANDIDATE

The ideal candidate will be a strong executive with excellent communication skills. This person will be analytical and concise, and will have strong attention to detail. The candidate will be a thoughtful, independent thinker and not afraid to make difficult decisions. The ideal candidate will be a collaborative manager who is able to work with stakeholders (the Commissioners and Commission staff, policy makers, department heads and managers, human resources representatives, employees, union representatives, and members of the public, etc.) who may have competing interests. The candidate will have the ability to develop and direct the implementation of policy decisions; to propose and implement new programs. Lastly, the selected candidate will be able to think on their feet, and approach work with enthusiasm, commitment and dedication.

Required Qualifications

- Possession of a baccalaureate degree from an accredited college or university; AND
- Ten years of verifiable increasingly responsible experience in: management or administration; or professional experience in personnel, labor, employment and/or human resources administration. Five years of this experience should be in the public sector in a jurisdiction under a civil service system: OR
- An equivalent combination of training and experience.

Desired Qualifications

- It is desired that the candidate have a solid understanding for the legislative process, by-laws and public meeting laws; and labor negotiations/labor relations experience.
- The ideal candidate will have an understanding of merit system principles. Also, the candidate will have familiarity with the San Francisco Charter provisions, Administrative Codes, and Mayor’s directives supporting diversity, fairness, equity and inclusiveness in providing fair employment and promotion opportunities within City government.

Candidates from both the public and private sector are encouraged to apply.

COMPENSATION

The City and County of San Francisco offers a competitive salary and benefits program. The hiring salary for this position is $134,706 to $171,912, and will be dependent upon the qualifications and experience of the selected candidate.

Employees also receive flexible benefit plans with pre-tax elections, which include medical, dental and vision coverage; retirement plan; 457 deferred compensation plan; Social Security; long-term disability plan; life insurance; paid management training program; paid vacation; paid holidays; and paid sick leave. Detailed benefits information can be found at: https://sfdhr.org/benefits-overview.

HOW TO APPLY

Please apply on-line by January 17, 2020 at www.allianceRC.com. For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs
ALLIANCE RESOURCE CONSULTING LLC
1 Centerpointe Drive, Suite 440
La Palma, CA 90623
Telephone: (562) 901-0769
Email: suyeda@alliancerc.com or ckrebs@alliancerc.com

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.