

HUMAN RESOURCES DIRECTOR

City and 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 providing 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 DEPARTMENT OF HUMAN RESOURCES

The mission of the Department of Human Resources (DHR) is: DHR uses fair and equitable practices to hire, develop, support, and retain a highly qualified workforce. DHR provides the following services:

Administration, Finance, Budget, and Information Service – provides internal administrative support to ensure department operations are efficient.

Classification and Compensation – classifies the City's positions and manages Memoranda of Understanding (MOU) and Municipal Code-provided compensation. In addition, the Classification and Compensation Division supports the following functions: civil service system through the management of classification actions and appeals; labor negotiations through the performance of salary surveys, costing, and contract administration; and payroll through the establishment and maintenance of rates of pay, premiums, and lump sum payments.

Diversity, Equity, and Inclusion – is DHR's newest division. The division partners with other City departments and leads citywide efforts to create more equitable, inclusive workplaces, where all City employees feel valued, respected, and engaged at work.

Employment Services – includes the following functions: Client Services Consulting, Public Safety Team, and Selection and Hiring Resources. Client Services Consulting provides human resources solutions to all city departments on employment, personnel, and disciplinary matters, as well as Civil Service Commission (CSC) rule application through direct and indirect services. Public Safety Team develops and administers complex, state-of-the-art, legally defensible selection processes for the sworn ranks of the San Francisco Fire Department, San Francisco Police Department, and San Francisco Sheriff's Department. Selection and Hiring Resources is responsible for miscellaneous staff examinations and operations.

Employee Relations – negotiates and administers the provisions of collective bargaining agreements between the City and labor organizations representing city employees. Employee Relations staff advise department personnel representatives in interpreting contract provisions; manages and reviews grievance related to contract interpretation and disciplinary action; determines bargaining unit assignments of city classifications; and conducts meet and confer sessions within the scope of representation.

Equal Employment Opportunity (EEO) and Leave Management – provides direct services and consultation to all city departments, including investigating and resolving discrimination issues, preventing harassment, providing staff trainings, providing reasonable accommodation for individuals with disabilities, and establishing citywide leave management policies and protocols. EEO also prepares workforce composition reports.

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Workers' Compensation – administers workers' compensation benefits and all other benefits related to work injuries and illnesses, in compliance with state and local laws and regulations, and coordinates citywide safety and prevention efforts.

Workforce Development (WD) – is committed to the professional and personal development of the City's workforce. WD develops and integrates an extensive curriculum of workshops designed to enhance individual or group capabilities. WD also provides data on the City's workforce, performance management services, recruitment services, and citywide apprenticeship program coordination.

DHR has a Fiscal Year 2020-21 proposed budget of \$108.5 million, with about 180 employees.

THE POSITION

Pursuant to charter authority and in accordance with policies, rules and procedures of the Civil Service Commission governing the merit system, the Director of Human Resources exercises complete responsibility for the administration of a merit system and human resources program for the City and County of San Francisco, including recruitment and selection, classification and compensation, certification and referral, EEO complaint investigations, workforce development, human resources information systems, employee/labor relations, workers' compensation, occupational health and safety programs, departmental budget development and implementation, human resources management, employee engagement, diversity, equity, and inclusion initiatives, and other related programs.

By authority of Charter Section 10.103, the Director of Human Resources is nominated by the Civil Service Commission, selected by the Mayor, and confirmed by the Board of Supervisors. The Director reports to the Mayor and is responsible for administering the City's personnel merit system and human resource program.

This position directly supervises eight departmental division managers. For additional information, please visit www.sfdhr.org.

THE IDEAL CANDIDATE

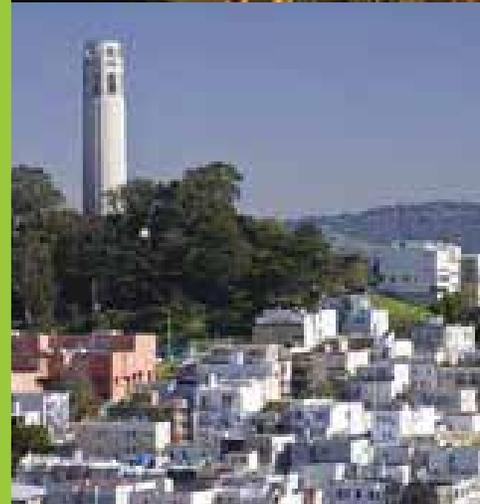
The City and County of San Francisco's Department of Human Resources is an essential department that helps ensure the efficient operations of the City and County. Recognized as an organized, responsive and high performing team, the Department is seeking an experienced public sector human resources professional who is a well-rounded manager with significant experience in the service areas of the Department. The ideal candidate will thrive in a fast-paced environment that continuously seeks to implement best practices to reflect the changing dynamics, economy and multi-generational workforces at play.

The ideal candidate will be personable, transparent and someone with outstanding public presentation skills. He/She will be an inspirational leader who takes the time to mentor, motivate, develop and recognize his/her staff's accomplishments. This person will be strategic, able to assess information and foster an inclusive decision-making process. He/She will be confident and have good judgment, and able to maintain a sense of calm and reason while listening to opposing viewpoints without being defensive.

The selected candidate will be fair and neutral with a solid understanding of the City Charter and have respect for the history of San Francisco. Lastly, the ideal candidate will embrace collaboration with the Mayor's Office, various City/County departments and unions.

Education, Certifications and Experience

The ideal candidate will have a four-year degree and not less than 10 years of professional experience in personnel, human resources management, labor or employee relations (collective bargaining). At least five of these years must be in federal, state, or local government personnel management. In addition, the ideal candidate will have:



- Strong awareness of diversity issues and trends with experience in developing and implementing strategies to recruit and retain a diverse workforce.
- Leadership in developing policies and procedures while working with different policy bodies and employee organizations.
- Knowledge of California labor and workers' compensation laws.
- Experience from similarly large municipal organizations with unions.
- An understanding of the City's Charter and the Civil Service Commission Rules.
- License and Certification: Possession of a valid driver's license.

Nationwide candidates are encouraged to apply.

TOP PRIORITIES

- Continue to promote and support the implementation of diversity, equity and inclusion initiatives within the organization. Establish partnerships and collaborations to create thoughtful recruiting strategies to ensure diversity.
- Maintain the momentum and reputation of the City and County of San Francisco as being an employer of choice. Continue to build on the organization's brand and market to the diverse workforce within the city. Create unique recruiting and retention strategies to attract multi-generation individuals from various fields and industries at all levels.
- Navigate necessary change as it relates to Civil Service rules. Foster change management as needed in a realistic and thoughtful way.
- Continue to develop the solid teams in place. Begin succession planning in the various DHR divisions.
- Continue to work with the unions in addressing the economic downturn and resulting impacts on current agreements.

COMPENSATION

The salary for this position is within an established annual range of \$203,000 to \$260,000, and will be dependent upon the qualifications and experience of the selected candidate. The City and County of San Francisco 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: <http://sfdhr.org/benefits-overview>

HOW TO APPLY

Please **apply** on-line by **November 13, 2020** at www.alliancerc.com. It is anticipated that the Civil Service Commission will interview the first round of candidates in mid-December. The finalists will be interviewed by the Mayor with the top candidate being approved by the Board of Supervisors. For questions, inquiries or candidate recommendations, please contact:

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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.