

# DIRECTOR OF EEO AND LEAVE MANAGEMENT - DEPARTMENT OF HUMAN RESOURCES

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 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 Supervisor Shamann Walton.

## EEO & LEAVE MANAGEMENT

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.

Equal Employment Opportunity (EEO) and Leave Management is one of eight divisions in the Department of Human Resources (DHR). It 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.

The City and County of San Francisco is committed to equal employment opportunity. It is the City's policy to ensure:

- Equal opportunity to all employees and applicants;
- That employees be selected and promoted based on merit and without discrimination; and
- Reasonable accommodations for qualified employees and applicants that require them.

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The City prohibits discrimination and harassment on the basis of sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

The City also prohibits retaliation against an individual who reports, files a complaint of, or otherwise opposes conduct he or she reasonably believes to be unlawful discrimination, harassment, or retaliation, or assists in the investigation of a complaint.

The Director of EEO and Leave Management Programs is a Deputy Director in the Department of Human Resources and is responsible for its division's services. EEO and Leave Management has 25 employees. For additional information, please visit: <https://sfdhr.org/node/621>.

DHR's seven other divisions are: Administration, Finance, Budget, and Information Service, Classification and Compensation, Diversity, Equity, and Inclusion, Employment Services, Employee Relations, Workers' Compensation and Workforce Development. DHR has a Fiscal Year 2020-21 budget of \$108.5 million, with about 180 employees.

## THE IDEAL CANDIDATE

San Francisco continues to be on the forefront of DEI initiatives and is deeply committed to racial equity and how it relates to recruitment, retention and promotion throughout the Organization's workforce. The EEO Director is an exciting and challenging opportunity to be a key contributor in ensuring these initiatives continue to grow and flourish in the City and County. Most importantly, the new EEO Division Director will lead by reforming City EEO practices and procedures, resetting the tone of and incorporate recommendations from a forthcoming audit.

DHR is seeking a seasoned, human resources or legal professional with an in-depth background in workplace discrimination cases to be its new EEO Director. The incoming EEO Director needs to have strong analytical skills and a demonstrated track record of success.

In addition, top priorities of the EEO Director will be to:

- Review the current audit findings and introduce an agenda of reform.
- Implement streamlined processes and technology to support reforms and accountability.
- Rebuild trust, transparency, and timeliness of the Division. Foster a reputation to employees that their complaints will be fairly evaluated, reviewed and responded to.
- Oversee and manage the current backlog of filed complaints.
- Directly engage with the City Attorney's Office.
- Build relations internally with staff and externally with other City parties.
- Embrace the hard work of the committed team and revitalize the environment with a sense of understanding, appreciation and a renewed focus.
- Continue to be an advisor to other City officials on EEO issues and confidently interact with elected officials, departments and other stakeholders.

The ideal candidate will balance the role of being an employee advocate with the clear legal understanding of EEO investigations, EEO violations and appropriate corrective actions. This person will be an outgoing, hands on and accessible manager who always follows through. The ideal EEO Director will thrive in a fast-paced environment and is able to listen to and work well with strong personalities and opinions. This person will welcome the opportunity to introduce and manage change in a high-profile division.

### Education and Experience

- Possession of a baccalaureate degree from an accredited college or university with major coursework in Human Resources, Public Administration, Business Administration, or a related field **AND**,

Five years of managerial experience in at least two (2) of the following areas: Workforce utilization analysis; Development and implementation of EEO goals and objectives; Investigation or resolution of employment discrimination and sexual harassment complaints; Interpretation and application of EEO, ADA or other pertinent laws, regulations and guidelines;

Interpreting federal and state leave laws; Providing advice and consultation to employees regarding leave benefits, such as FMLA, ADA, SDI, PDL, etc. All of which must include supervisory experience with responsibility for the direction and evaluation of subordinate professional staff.

**(Substitution:** Additional experience as described above may be substituted for the required degree on a year for year basis, up to a maximum of two years. Thirty semester units or forty-five quarter units equal one year.)

In addition, candidates should have:

- 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 is a plus.

Candidates from the public and private sector encouraged to apply.

## COMPENSATION

The anticipated hiring range for this position is \$160,628 to \$205,010 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 65” miscellaneous employees’ formula.
- **Life Insurance**– Life insurance is provided in the amount of \$ \$100,000 (increases to \$150,000 in FY 2021-22)
- **Health Benefits**– Eligible Municipal Executives may enroll themselves and eligible family members in medical, dental, and vision benefits.
- **Executive Leave and Vacation**– Ten (10) days accrued per year upon 1 year of service; fifteen (15) days accrued per year upon 5 years of service; twenty (20) days per year upon 15 years of 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/MEA-Miscellaneous-Benefit-Summary>

## HOW TO APPLY

Please apply **on-line** by **April 23, 2021** at [www.alliancerc.com](http://www.alliancerc.com). Final candidate(s) will be invited to take the Management Test Battery (MTB). The exam results will be for departmental informational purposes only.

For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

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<https://www.linkedin.com/company/alliance-resource-consulting>



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.*