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
The City and County of San Francisco’s (City) Department of Public Health (DPH) is the largest City Department, with an annual operating budget of over $2.7 billion. DPH employs over 8,000 people and contracts for more than $400 million in community-based services. As an integrated health department, DPH has two major Divisions, the San Francisco Health Network and the Public Health Division, to fulfill its mission of protecting and promoting the health of all San Franciscans. The San Francisco Health Network provides direct patient care services across a number of settings, including Zuckerberg San Francisco Hospital and Trauma Center, Laguna Honda Hospital and Rehabilitation Center, Primary Care Clinics, Behavioral Health Services, Maternal Child and Adolescent Health, and Jail Health Services. The Public Health Division provides public health services benefiting all residents and visitors to San Francisco, including Disease Control and Prevention, Community Health Equity and Promotion, Epidemiology and Surveillance, Environmental Health, Public Health Emergency Preparedness and Response, and the Emergency Medical Services Agency, among others. For more information, please visit www.sfdph.org.

As the governing and policy-making body of the Department of Public Health, the San Francisco Health Commission is mandated by City & County Charter to manage and control the City and County hospitals, to monitor and regulate emergency medical services, and all matters pertaining to the preservation, promotion and protection of the lives, health and mental health of San Francisco residents. The Mayor of San Francisco appoints Health Commissioners to four-year terms.

THE POSITION
The Director of Human Resources functions at the executive management level in the Department of Public Health and is responsible for the overall direction and administration of the Human Resources Department. The Director of Human Resources plans and directs all human resource functions and activities of the Department; directs the development and implementation of HR policies, goals and objectives; manages organizational changes; ensures the enforcement of all applicable employment laws, ordinances and regulations; prepares and presents reports to the Executive Leadership, Health Commission and Board of Supervisors.
The Director of Human Resources reports to the Chief Operating Officer and oversees the following sections: Operations, Merit and Classifications; Labor Relations and EEO; Workforce Development; People and Pay Administration; and Occupation Safety and Health.

The Director of Human Resources oversees 80 to 100 employees who are decentralized and located at either the Civic Center or either hospital location.

Essential duties of the position include:
• Providing advice and consultation to the Director of Health and his/her top managers on human resource, Civil Service, EEO and labor relations issues;
• Manage negotiations under the direction of the Department of Human Resources and administer provisions of Collective Bargaining Agreements (CBAs);
• Direct and manage the administration of the CBA grievance and arbitration procedures for the Department of Public Health;
• Direct and manage the administration of the employee disciplinary process, including managing consultation, grievance settlements and arbitrations;
• Maintaining effective and productive communications with employee Union representatives;
• Interpreting collective bargaining agreements for managers, supervisors, employees, payroll staff, and staff of the Department of Public Health's Labor Relations Division;
• Hiring, supervising, assigning and evaluating direct reports;
• Directing the administration of the decentralized Civil Service position classification and Merit Systems examination program for DPH classifications;
• Directing the administration of employee hiring, processing, records and files, position control, performance evaluations, policies and procedures;
• Directing the administration of the EEO program, including investigation and response for discrimination complaints, reasonable accommodation for persons with disabilities, workforce utilization analysis, harassment prevention training, cultural and linguistic competency, and departmental compliance with federal, state and local EEO laws;
• Administering, advising and counseling departmental managers on a wide-variety of human resources, EEO and labor relations issues;
• Participating as a member of the Health Director’s Cabinet Integration Steering Committee and Executive Leadership Committee;
• Representing the Department before various entities, including the Department of Human Resources, Mayor’s Office, Board of Supervisors, Controller’s Office, Labor Unions, Arbitrators, and the Civil Service Commission; and
• Coordinating Human Resources activities with Worker’s Compensation, ADA, and other workplace-related laws and court decisions.

The position is open due to the upcoming retirement of the incumbent.

THE IDEAL CANDIDATE

The San Francisco Department of Public Health strives to protect and promote the health of all San Franciscans. The Department invites strong, seasoned and customer service focused human resources professionals to apply and join this mission-focused group. The ideal candidate will be someone who embraces the opportunity to invest in and commit to the long-term effectiveness and responsiveness of the organization. This candidate will be a strong and creative manager who deeply understands the issues of racial equity and how to implement the best initiatives to further develop today’s workforce. The ideal candidate will be someone with a record of success in the following:
• Reviewing current management systems in place and using data/metrics to drive change within the organization
• Working with the Office of Equity to ensure a diverse workforce and promote equity in employee experience
• Improving and streamlining the recruiting and hiring process to improve timeliness, address inclusiveness and responsiveness
• Establishing training and equal promotional opportunities for the current employees
• Increasing collaboration between the Department of Human Resources and the other departments in order to strengthen partnerships and better set priorities
• Delegating to the senior managers and creating an environment of accountability
• Inspiring and fostering a positive work environment throughout the multiple work locations
• Having a familiarity with and understanding of the San Francisco City Charter and its’ merit system to be able to confidently navigate through the City processes to achieve results
• Creating and fostering an organizational culture that emphasizes customer service and problem solving to support the needs of the organization
The ideal candidate will be energetic, hard-working and dedicated to fostering change that will help shape the future and continuity of the Department. This person will be hands on, proactive, resourceful and innovative. The selected candidate will be strategic and forward thinking, willing to introduce new ideas to address process improvement, employee collaboration and development and team management.

The ideal candidate will be familiar with municipal management and California laws and regulations such as the Brown Act. The selected candidate will have outstanding communication skills, be an experienced speaker and able to build trust while resolving conflict. Lastly, this person will embrace the opportunity to work with a diverse and passionate team and be open to all points of views.

**Desirable Education and Experience**

Four (4) years of managerial experience (which all must include supervisory) in large human resources department. Must include experience in personnel administration, wage and salary administration, position classification and compensation, employee evaluation, training, recruitment and test validation, labor relations and employee disciplinary processes. Work in these areas must include: consulting, advising and informing department/agency heads or other high level managers on personnel-related matters; implementing, interpreting and enforcing personnel rules, regulations and policies; presenting organizational issues before bodies of authority; and use of common office computer applications.

Experience working with labor unions is preferred. Experience working in healthcare is not required but a plus. Knowledge and experience with merit systems is also a plus.

Candidates from the public and private sector will be considered.

**COMPENSATION**

The salary for this position is within an initial annual salary range of $160,628 to $205,010 but 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 December 18, 2020 at www.allianceRC.com. For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

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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.