



## PURPOSE IN THE CITY OF SAN FRANCISCO

As the City’s central human resources agency, the Department of Human Resources (DHR) ensures fair and equitable practices are used to hire, develop, support, and retain a highly qualified workforce. With unemployment in the Bay Area at an all-time low, part of DHR’s challenge is to set the City apart as an employer of choice so we can recruit the best and the brightest candidates. In the dizzying array of jobs and information available, DHR has cut to the heart of what makes people want to go to work every day: Purpose.

Working for the City gives employees more than a paycheck. City employees know they are helping improve the wellbeing of their communities. Even those who don’t start out with that purpose in mind find working for the City gives them the opportunity to use their talent, energy, and ideas to benefit the San Francisco community. DHR is the bridge that connects those people with purpose.

## THE DEPARTMENT OF HUMAN RESOURCES

DHR is the City’s central human resources agency. It is our mission to ensure fair and equitable practices are used to hire, develop, support, and retain a highly-qualified workforce. DHR’s empowered and diverse employees deliver excellent services to the City and County of San Francisco (City) community through innovation, collaboration, and human-centered values.

Our work includes administering the City’s civil service system, ensuring payment of workers’ compensation benefits to injured employees, negotiating and administering labor agreements, ensuring equal employment opportunities for employees and applicants, recruiting talent, training and developing the City workforce, and much more.

## OUR VALUES

The following values define DHR’s deeply held beliefs and the principles of our organizational culture:

1. **Trust, engage and value employees.**
2. **Develop the workforce for career mobility and to ensure service delivery.**
3. **Use technology to improve services and make information accessible.**
4. **Use simplified, consistent and documented processes to improve knowledge.**
5. **Develop and implement efficient, fast and user-friendly processes.**
6. **Be an Employer of Choice.**
7. **Start employees off right.**
8. **Recognize employee achievements.**
9. **Partner with others to solve problems.**
10. **Diversity, fairness and equity.**

## THE POSITION

Reporting to the Managing Deputy Director, the Workforce Development (WD) Manager (0932) is responsible for a broad range of services including talent acquisition to bring individuals into the City’s workforce, the development of the City’s workforce, and collaboration with others on citywide workforce development initiatives and to enhance diversity in the City’s workforce.

- **Develop and Expand DHR’s Talent Acquisition and Development Programs:** Manage, develop and expand DHR’s internships, fellowships and apprenticeship programs; implement recruitment and employment pipeline programs that provide opportunities to bring members of underserved and underrepresented communities into the City workforce; and support the program to employ people with disabilities.
- **Develop and Deliver Learning Programs:** Manage and support learning programs for leadership development, supervisor training, career development, and diversity, equity and inclusion programs; implement new and innovative learning opportunities for City employees.
- **Partner with Stakeholders on Citywide Workforce Development Initiatives:** Oversee, coordinate and partner with departments to implement workforce development programs across departments; and work with departments to implement programs for pathways programs for City job opportunities.
- **Collaborate with Others to Develop Ways to Enhance Diversity:** Oversee, manage and support DHR’s equity and inclusion employment initiatives and collaborate with departments and other stakeholders to develop opportunities to implement the initiatives.
- **Partner with City Departments to Enhance Performance Management Programs and Systems:** Oversee, shape and drive organizational development solutions to increase the effectiveness of performance management in the City.
- **Lead a Diverse, Engaged and Energetic Workforce Development Team:** Lead, manage and support the WD team; lead, manage and support WD programs; responsible for the development of team members; and develop and monitor the WD budget.
- **Lead and Provide Consultation to DHR:** Lead and provide consultation to promote DHR’s organization development.

## THE IDEAL CANDIDATE

The ideal candidate will be an innovative professional with experience in workforce development, learning and organizational development functions for a fast-paced, team-oriented environment where new ideas and fresh perspectives are welcome and encouraged. This individual will be a thought leader and strategic thinker with a collaborative work style, creative problem-solving skills and is performance driven. The ideal candidate will be a person who is committed to a growth mindset and inspires and mentors team members.

The ideal candidate must be an excellent communicator with highly developed writing and presentation skills and be engaged and committed to collaborating to develop strategic plans and best practices.



# CITY AND COUNTY OF SAN FRANCISCO

## WORKFORCE DEVELOPMENT MANAGER

### MINIMUM QUALIFICATIONS

**EDUCATION** – Possession of a baccalaureate degree from an accredited college or university; and

**EXPERIENCE** – Five (5) years of professional experience in adult learning in a corporate/business setting, organizational development, workforce development, management consulting, recruitment or working with labor organizations of which three (3) years must include experience supervising professional-level staff engaged in one or more of the areas described above.

**EXPERIENCE SUBSTITUTION** – Possession of a Master’s Degree in organization development, public policy or closely related field may be substituted for one (1) year of the required non-supervisory experience.

**DESIRABLE EXPERIENCE** – Work in the public sector and/or work in partnerships with community-based organizations and underserved communities.

### COMPENSATION & BENEFITS

The annual salary range for this position (0932 – Manager IV) is \$129,506 - \$165,256. 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.

**VACATION** – 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.

### HOW TO APPLY

Please apply through the City’s job portal at <https://jobapscloud.com/sf>, and include a current resume and cover letter expressing interest.

Interested candidates are encouraged to submit resumes by Friday, October 26, 2018.

## WORKFORCE DEVELOPMENT MANAGER

SAN FRANCISCO, CA

