



DIVERSITY, EQUITY & INCLUSION (DEI) DIRECTOR

SAN FRANCISCO, CA

THE DEPARTMENT OF HUMAN RESOURCES

The City and County of San Francisco is the City's largest employer, with more than 35,000 employees in more than 60 different City departments. The Department of Human Resources (DHR) is the City's central human resources agency. DHR is committed to providing a diverse and inclusive City workplace, where all applicants and employees are treated with fairness, dignity, and respect. DHR's mission is to use fair and equitable practices to hire, develop, support, and retain a highly-qualified workforce. DHR's 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.

THE POSITION

The Diversity, Equity & Inclusion (DEI) Director will be instrumental in fulfilling DHR's commitment to recruit and retain a workforce that reflects the diversity of the San Francisco Bay Area. Reporting to the Human Resources Director, the DEI Director will support efforts to ensure that the City workplace and employment-related decisions are free of bias, harassment, and discrimination. The DEI Director will partner with other City departments and lead citywide efforts to create more equitable, inclusive workplaces where all City employees feel valued, respected, and engaged at work.

This position will require vision, strategic thinking, and operational skills to set goals and take action in all aspects of diversity, equity, and inclusion. In coordination with senior leadership and community stakeholders, the DEI Director will be a key advocate for diversity, equity, and inclusion within the City, and beyond.

THE DEPARTMENT OF HUMAN RESOURCES IS LOOKING FOR AN EXPERIENCED PROFESSIONAL TO:

- Develop DHR's new Diversity, Equity & Inclusion Office.
- Lead and develop programs in support of advancing diversity, equity, and inclusion within the City workforce.
- Highlight and scale promising practices for workplace equity.
- Establish citywide and department-level strategic goals and standards, identify metrics, and coordinate the collection and analysis of quantitative and qualitative data to inform DEI efforts.
- Advance DEI efforts in partnership with internal and external stakeholders, including City departments, labor unions, and community organizations.
- Support City policies and directives that mitigate bias, increase equitable outcomes, and foster respect and inclusion across all job classifications and organizational levels of the City's workforce.
- Be a mentor, coach, and consultant to team members, department leaders and colleagues, and other partners in support of advancing DEI.

IDEAL CANDIDATE:

The ideal candidate will be an experienced, collaborative leader who has developed and implemented workplace diversity, equity, and inclusion programs with measurable results.

MINIMUM QUALIFICATIONS:

1.) EDUCATION:

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

2.) EXPERIENCE:

Five (5) years of professional human resources experience with an emphasis on diversity, equity, and inclusion; or

Five (5) years of professional experience leading workplace diversity, equity, and inclusion programs; or

An equivalent combination of training and experience.

Three (3) of the five years of experience must have involved supervising professional staff.

EDUCATION 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 (2) years). One (1) year is equivalent to thirty (30) semester units/ forty-five (45) quarter units.

EXPERIENCE SUBSTITUTION: Possession of a Master’s degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration or Clinical/School/Industrial-Organizational Psychology, or other related degree or a Juris Doctorate (J.D.) may substitute for one (1) year of the required professional experience (note, the advanced degree cannot substitute for the required supervisory experience).

HOW TO APPLY

- Please submit a current resume and cover letter expressing interest as part of the application process.

Note: This recruitment may close at any time but not earlier than close of business **December 19, 2019**.

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select announcement **TEX-0931-903713**
- Select “Apply” and read and acknowledge the information
- Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”
- Follow instructions on the screen

Please contact Giano Bito at (415) 557-4824, or by email at giano.bito@sfgov.org if you have any questions regarding this recruitment or application process.

