



THE SAN FRANCISCO PUBLIC LIBRARY
*is seeking a passionate, people-oriented leader
to serve as the*

DIRECTOR OF HUMAN RESOURCES

I am proud to have taken part in attaining talented Library leaders who are committed to shaping a better SFPL. Because of this, SFPL remains an influential and forward thinking institution that will continue to make a difference. I am very proud of our diverse staff dedicated to provide outstanding public service that reflects the communities we serve.

Donna Marion, Retired Library Human Resources Director

We invite you to consider joining an executive team leading one of the premier urban libraries in the nation. If you are a passionate leader in the Human Resources field who is inspired to work with a talented, team-oriented and diverse workforce, the San Francisco Public Library offers an exciting opportunity for you.



San Francisco Public Library

sfpl.org

ABOUT THE CITY

SAN FRANCISCO is one of the most desirable cities in the world. A city of breathtaking, natural beauty, with a dynamic technology sector and booming economy, it is also one of the top literary cities in the country. Exquisitely restored Victorians and modern high-rises crest its seven major hills, and an abundance of museums and performing arts venues, including nationally and internationally acclaimed opera, jazz, theater, and ballet companies, all contribute to the cultural vitality of the city.

Built on a 49 square mile peninsula, residents and visitors to the city enjoy bay vistas, proximity to the Pacific Ocean and the wine countries of Napa and Sonoma.

San Francisco is also home to the World Series champion San Francisco Giants, and is located in close proximity to home games of the San Francisco 49ers and the Golden State Warriors.

A unique destination for residents, commuters, and visitors alike, neighborhoods in San Francisco are distinct and diverse in character. From the largest Chinatown outside of Asia, to Pacific Heights, with its sweeping views of the Golden Gate, to the rapidly changing neighborhoods in the southern part of the city, including South of Market and Mission Bay, each part of the city features appealing and welcoming architecture, open space, parks, shopping, and more.



ABOUT THE POSITION

THE DIRECTOR OF HUMAN RESOURCES is an integral member of the San Francisco Public Library's executive leadership. Under general direction from the City Librarian and the Deputy City Librarian, the Director acts as a strategic partner, collaboratively contributes to the planning, organization, and overall administration of the Library system, including execution of the Library's Strategic Plan and implementation of policies, services, and innovations.

The Director of Human Resources has direct responsibility for the overall planning, implementing, and managing of human resources programs which includes employee/labor negotiations and administration; talent acquisition; classification and compensation; employee training and organizational development; and risk management for over 700 FTEs. The Director of Human Resources is also expected to work in collaboration with numerous labor organizations to create a positive and engaged workforce environment.

The position serves as a human resources strategic partner and change agent in developing human resources programs and solutions to advance customer-focused public service experience in alignment with SFPL's Strategic Priorities: A Premier Urban Library; Literacy & Learning; Youth Engagement; Partnerships for Excellence; Digital Strategy and Organizational Excellence.

ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

- Serves as the human resources expert and strategic advisor to the leadership team regarding talent acquisition, including development of robust recruitment/hiring plans and career paths for library employees; employee and labor relations; compensation and classification; human resources operations; management and organizational development; encourages diversity within the workforce;
- Directs the development and implementation of the division budget; monitors expenditures in accordance with the approved budget;
- Identifies, develops and implements division goals, objectives, policies, and establishes priorities that support SFPL's strategic plan; determines resource allocation and levels of service according to established policies;
- Serves as the library liaison for meet and confer issues, labor negotiations and labor/management meetings, including the Civil Service Commission, Labor Relations Board, arbitration hearings and other federal, state or local regulatory bodies;
- Interprets and explains a variety of collective bargaining agreements, citywide policies, library personnel rules and regulations to union representatives, managers and employees; ensures compliance with employee/labor relations related laws (Employee Relations Ordinance, Meyers-Milias-Brown Act);

ABOUT THE LIBRARY

THE SAN FRANCISCO PUBLIC LIBRARY (SFPL) has been recognized as a top innovator by the Urban Libraries Council in establishing forward thinking, progressive approaches to library service. SFPL embraces its role as the most democratic of institutions, providing safe and welcoming facilities for all members of the community. Through a robust array of services and programs, the Library places an emphasis on literacy and learning, digital inclusion, social justice, equity, and healthy communities. The library system includes the Main Library, an anchor institution in the city's civic center and 27 branch libraries that serve all neighborhoods throughout the city. With a collection of more than 3.5 million items, and circulation exceeding 10 million each year, the San Francisco Public Library serves over 6.5 million visitors annually. For more information visit sfpl.org.



- Monitors investigations and fact-finding processes for resolution on employee relations matters; reviews and approves disciplinary actions for consistency and compliance; serves as human resources representative for Skelly hearings;

- Oversees complex employee disciplinary processes, grievance procedures, harassment/discrimination claims, and whistleblower complaints, etc.; ensures timely and appropriate responses to enforcement agency charges (Equal Employment Opportunity Commission, California Department of Fair Employment and Housing) which includes investigating, writing and preparing final written responses;

- Oversees the managing of employee leaves to ensure compliance with labor contracts, civil service rules, library policies, and other applicable federal and state laws and regulations including Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Workers' Compensation, etc.;

- Provides executive leadership with data, analysis, recommendations and advice regarding employment trends, best practices, and characteristics of library workforce to meet current and future library's staffing needs;

- Establishes and reports on human resources performance metrics to measure program effectiveness;

- Monitors and evaluates the effectiveness and efficiency of the division's organizational structure, staffing levels, and other internal operations; identifies and recommends alternative approaches for service enhancements; implements revisions and changes;

- Oversees planning and delivery of training programs that align with the library's strategic priorities; chairs the library's Educational Opportunities Committee (EOC), staff recognition programs, and other human resources related events;

- Manages and monitors human resources related projects to contribute to the overall growth and management of the library; serves as change agent to identify and implement new and emerging initiatives to meet current and future community needs in library services;

- Serves as Acting City Librarian as needed; and

- Performs other job-related duties as assigned.



MINIMUM QUALIFICATIONS

1. Possession of a baccalaureate degree from an accredited university or college preferably with major coursework in human resources, psychology, business or public administration, industrial relations, organizational development or a related field; AND

2. Four (4) years of verifiable human resources management experience (which must include supervisory) in a broad spectrum of functional areas including recruitment and selection; employee and labor relations; classification and compensation; workforce development; risk management; and/or human resource operations.

Experience Substitution: Possession of a Juris Doctorate (J.D.) or a Master's degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration or Clinical/School/Industrial-Organizational Psychology may be substituted for one (1) year of the required experience.

DESIRABLE QUALIFICATIONS

▸ Master's degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration, Industrial-Organizational Psychology or related fields.

▸ Strong human resources management and leadership background in public service unionized environment, preferably public libraries.

▸ Experience in utilizing and applying modern principles and methods in human resource administration applicable to public agencies.

▸ Extensive experience in public sector labor relations, including primary responsibility for labor negotiations and grievance arbitration in public service environment; exceptional labor negotiation, conflict resolution and mediation skills.

▸ Outstanding analytical, strategic thinking to lead and implement data-driven human resources strategy, and translate it into achievable goals.

▸ Experience in designing and implementing new initiatives; ability to lead and engage staff to embrace change for positive organizational development.

▸ Proven ability to interact skillfully and tactfully with people at all levels of the organization, government agencies, community partners and business representatives.

▸ Superior oral communication and written skills, including presentations to a variety of diverse groups of stakeholders.

▸ Demonstrated comprehensive knowledge of professional principles and practices of human resources administration including applicable federal and state labor, anti-discrimination, and employment laws and regulations.

▸ Passion for public service and delivering exemplary customer service.

▸ Comfortable with technology and operating in a fast-paced environment.

COMPENSATION AND BENEFITS

The annual salary range for the position is \$117,078 - \$149,448 for Range A. Appointment with a starting salary above Range A within Range B (\$149,474 - \$173,030) may be considered based on the qualifications of the successful candidate. The City and County of San Francisco offers a comprehensive and competitive benefit package, including:

▸ 10 accrued vacation days yearly upon hire; 15 days upon 5 years of service; 20 days upon 15 years of service; 13 accrued sick leave days; 11 legal holidays; 5 floating holidays; and 5 paid days for executive leave.

▸ Flex credit earnings, which can be spent on the premium contributions for a variety of pre-tax and post-tax benefit options such as your medical and dental plans, disability insurance, additional life insurance and long-term care insurance.

▸ Deferred Compensation Program (457 Plan)

▸ Pension and Retiree Healthcare

For more information on the City and County of San Francisco (CCSF) benefits, please visit the website at sfdhr.org/benefits-overview and Executive Benefit Summary (FY17-18) at sfdhr.org/MEA-Miscellaneous-Benefit-Summary-FY17-18.

APPLICATION AND SELECTION PROCESS

Interested individuals should submit a letter of interest, résumé and three (3) work related professional references via email to Vivian.Yeung@sfpl.org.

Applications will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be invited for preliminary interviews. Candidates deemed most qualified will be submitted to the City Librarian. A final interview process will then be scheduled for selected candidates.

You may direct any questions regarding this recruitment or application process to Vivian Yeung at (415) 557-4581 or via e-mail to Vivian.Yeung@sfpl.org.

Initial review date for applications: **August 31, 2017**. This position will remain open until filled.

This position is excluded by the San Francisco Charter from the competitive civil service examination process and shall serve at the discretion of the appointing officer.

All applicants considered for employment are required to provide verification of authorization to work in the United States.