

# SAN FRANCISCO HEALTH SERVICE SYSTEM

Affordable, Quality Benefits & Well-Being

## Request for Proposal San Francisco Health Service System Executive Director

The San Francisco Health Service System (SFHSS) is soliciting proposals to assist the Health Service Board in selecting an Executive Director.

### **Background**

SFHSS is dedicated to preserving and improving sustainable, quality health benefits and enhancing the well-being of employees, retirees and their families. SFHSS administers health benefits for nearly 116,000 employees, retirees and their eligible family members. Participating employers include the City & County of San Francisco, the San Francisco Unified School District, the San Francisco Community College District, and San Francisco Superior Court. The Executive Director position is responsible for managing an \$11M administrative budget with staff of 56 employees and a Healthcare Sustainability Trust Fund that receives and disburses employee and employer contributions totaling over \$800M annually in payment for a range of Health and Welfare Benefits comprised of fully-insured and self-insured programs. The position reports to a seven-member Health Service Board.

SFHSS is seeking a highly qualified and dynamic leader for the position of Executive Director. The ideal candidate would have a minimum of 5 years of management-level employee benefits/health plan operations and administration experience, with three years' experience at the executive level in a public entity in Employee Benefit policy and design. The ideal candidate would be familiar with the challenges and changes in healthcare delivery systems in the community, state, and nation and have experience in public contracting; a proven track record in leadership and department management; experience and knowledge of fiscal and budgetary stewardship; a history of innovation and improving existing services and developing new ones; a proven record of client focus; and a demonstrated record of collaboration and problem solving with a variety of individuals at all levels and responsible parties both inside government and in the community. The ideal candidate possesses a Baccalaureate, or advanced degree from an accredited college or university, in Human Resources, Business, Health Administration or other related discipline.

Additional information on SFHSS can be found online at <http://www.myhss.org/>.

### **Substitution**

1. Applicants may substitute up to two (2) years of the required education with a current Certified Employee Benefits Specialist (CEBS) certification plus additional qualifying experience in employee benefits/health plan administration at the senior management/executive level. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.
2. Applicants may substitute up to two years of the required management-level experience with a Masters in Human Resources Management, Health Administration, Health Economics or a related discipline, on a year for year basis.

## **Proposal**

The proposal should include the following services:

1. Conducting a national search for highly qualified candidates;
2. Developing a recruitment brochure;
3. Outreach and consultation with designated SFHSS member constituent groups;
4. Facilitating up to three (3) public meetings to gather input regarding the preferred characteristics of the new Executive Director;
5. Screening candidates;
6. Developing a screened candidate short list, with recommendations on top candidates;
7. Providing assistance to the Health Service Board during the interview process; and
8. Other marketing and consultation services as needed and determined by the Health Service Board.

## **Submission Deadline**

Please submit your proposal via email to Christina Brusaca at [Christina.brusaca@sfgov.org](mailto:Christina.brusaca@sfgov.org) by Friday, April 28, 2017, 12:00 p.m. PST.

## **Evaluation**

Proposals will be evaluated based on the following criteria:

1. Demonstrated experience in recruitment of similar positions;
2. Examples of recent successful recruitments in Human Resources and/or Employee Benefits;
3. Understanding of challenges associated with the selection of an Executive Director in a municipal government structure such as San Francisco;
4. Experience and expertise of the firm's team that will be involved in the recruitment process; and
5. Schedule and cost proposal.

## **Contact**

Questions on the proposal must be submitted via email to Christina Brusaca at [christina.brusaca@sfgov.org](mailto:christina.brusaca@sfgov.org) by Friday, March 31, 2017 12:00 p.m. PST.

## **Communications**

Interested parties are directed NOT to contact any employees or officials of SFHSS other than those specifically designated in this proposal. Unauthorized contact may be cause for rejection of proposals at SFHSS' sole and absolute discretion.