



The Department of Human Resources (DHR) is seeking an executive recruiter to conduct full-scope recruitment on behalf of the San Francisco Health Service Board for the Executive Director (Director) of the San Francisco Health Service System (SFHSS), Job Classification 0963. The successful firm will undertake a search for highly qualified candidates and perform duties including developing a candidate profile; developing an electronic recruitment brochure; providing outreach and other marketing services; screening of candidates; presenting qualified candidates to the City for consideration; developing and facilitating the candidate interview process; and conducting initial vetting of the finalists.

Please submit your proposal via email to [DHRContracts@sfgov.org](mailto:DHRContracts@sfgov.org) by **Tuesday, October 1, 2024, 2:00 p.m. PT.**

### **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 121,000 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 the San Francisco Superior Court. The Executive Director position is responsible for managing a \$15M administrative budget with a staff of 56 employees. The funding includes \$3.4 million from a Healthcare Sustainability Trust Fund that receives and disburses employee and employer contributions. The Health and Welfare Benefits are comprised of fully insured and self-insured programs. The position is appointed by and reports to a seven-member Health Service Board, who are both elected and appointed, which meets on a monthly basis.

Additional information on SFHSS can be found online at <https://sfhss.org/>

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 Executive Director compensation rate is \$213,018 to \$271,778.

### **Proposal**

The proposal should include the following services:

1. Conduct a search for highly qualified candidates;
2. Develop a recruitment brochure;

3. Screen candidates;
4. Develop a screened candidate short list, with recommendations on top candidates;
5. Develop and facilitate selection interviews;
6. Conduct vetting of finalist experience and education;
7. Process candidate travel and lodging reimbursement expenses, if applicable;
8. Timeline for delivery of services;
9. Cost; and,
10. Examples of similar department head recruitments.

### **Submission Deadline**

Please submit your proposal via email to Linda Rainaldi at [DHRContracts@sfgov.org](mailto:DHRContracts@sfgov.org) by **Tuesday, October 1, 2024, 2:00 p.m. PT.**

### **Evaluation**

Proposals will be evaluated based on the following criteria:

1. Demonstrated experience in recruitment of similar positions (the recruitment year must be provided);
2. Experience and expertise of the firm's team that will be involved in the recruitment process;
3. Approach to recruiting a diverse candidate pool; and
4. Cost proposal.

### **Contact**

Questions regarding the proposal must be submitted via email to Linda Rainaldi at [DHRContracts@sfgov.org](mailto:DHRContracts@sfgov.org) by Tuesday, September 24, 2024, 2:00 p.m. PT. Questions received after the deadline stated will not be considered.

### **Communications**

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