

SFHSS Executive Director Recruitment

Health Services Board
October 21, 2024

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Agenda

- Review Health Service Board's Role
- Review SFHSS Executive Director Job Description
- Recruitment Process
- Selection of Executive Recruiter to conduct full-scope recruitment with the San Francisco Health Service Board for the Executive Director (Director) of the San Francisco Health Service System (SFHSS), Job Classification 0963.



Health Service Board Role

- The Health Service Board's role is to:
 - In accordance with the [San Francisco Charter Section 12.201](#), conduct a recruitment process to identify candidates for the Executive Director of the Health Service System ([Health Service Board Terms of Reference 104](#));
 - Approve the Executive Director job description
 - Executive Recruiter and DHR supports the Board with interviews, evaluation of candidates, final selection, and
 - Appoint the new Executive Director.



Executive Director Job Description

- SFHSS Executive Job description

Demonstrated Skills

- Leadership and Vision
- Resource Management and Governance
- Management of People
- Collaboration and Communication
- Client Service Focus

Duties

- Supporting Health Service Board
- Budget
- Visioning
- Relationships
- Compliance
- Customer Service

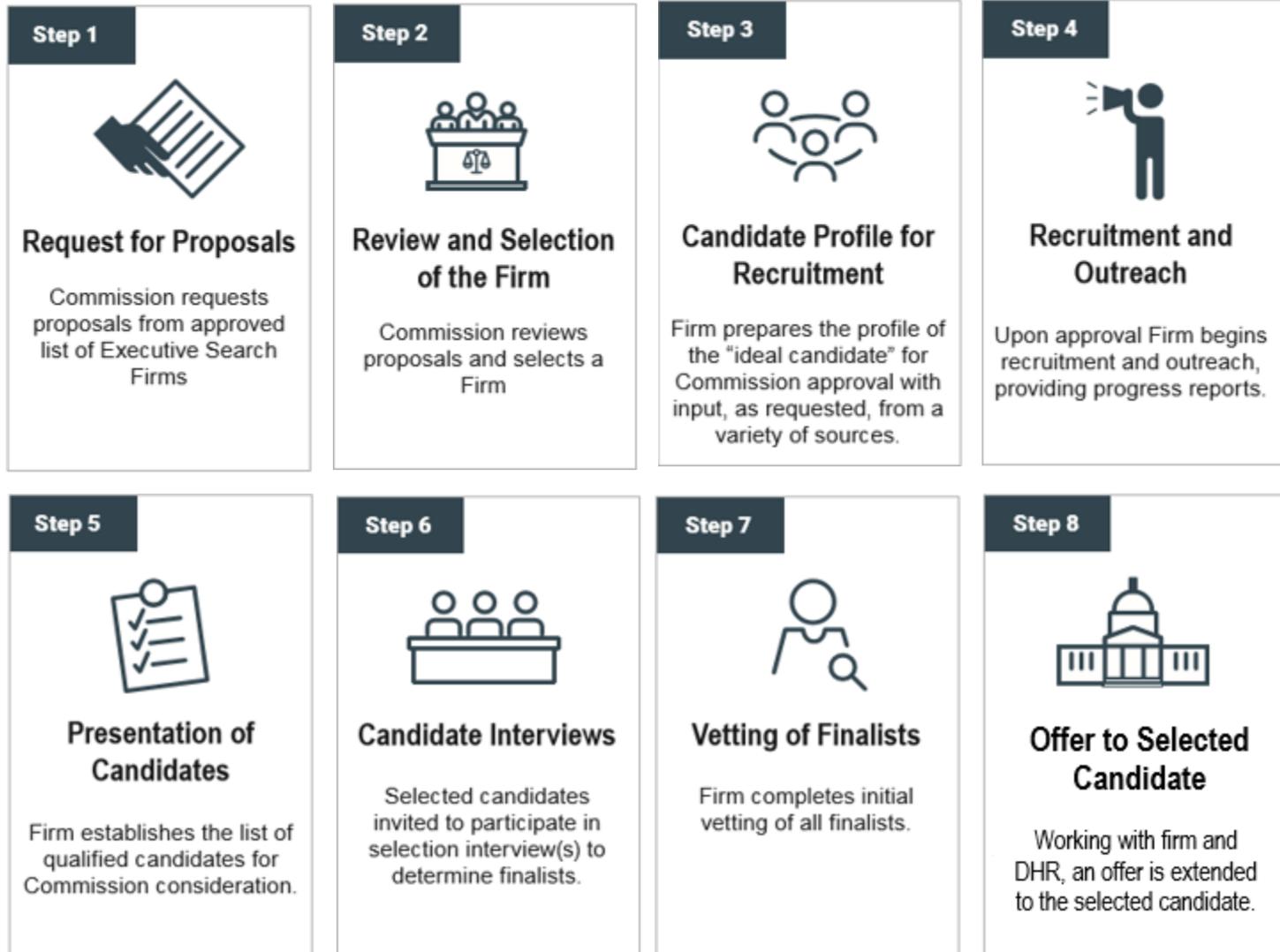


Recommendation

Recommendation: Approve the appointment of the Health Service Board President as the designated point of contact with the Executive Recruiter and DHR. Grant the Health Service Board President authority to approve the final job description and other recruitment documents: brochure and interview questions.

Review the job description with the changes discussed today.

- DHR incorporates recommended changes into the job description
- Board President approve job description prior to posting





Why an Executive Recruiter?

- Most commissions and boards use a recruitment firm
 - Wide public sector recruitment networks
 - Focus on working directly with the Board
 - Search firms have “rolodex” of candidates
 - Promotes confidentiality of all candidates
 - Enhances diversity of candidate pool



Executive Recruiter Selection

- DHR issued a Request for Proposals to five pre-qualified executive recruitment firms available to support departments and commissions/boards with executive recruitments. One executive recruitment firm responded.
- DHR Recommends approval of the Berkeley Search Consultants as the Executive Recruitment Firm for the SFHSS Executive Director Search.
 - Prior experience recruiting for department head positions
 - Prior experience working SFHSS
 - Meet all qualifications



Recruiter Next Steps

Recruiter Next Steps:

1. Conduct a search for highly qualified candidates;
2. Develop a recruitment brochure;
3. Screen candidates;
4. Develop a screened candidate shortlist, with recommendations on top candidates;
5. Develop and facilitate selection interviews;
6. Conduct vetting of finalist experience and education;
7. Timeline for delivery of services

Week 1-3
LAUNCH

Week 2-5
IDENTIFY

Week 6-9
QUALIFY

Week 9-12
OFFER

LAUNCH

Collaborate closely with clients to develop and define requirements for the search(es) at hand.

Co-create with SFHSS Team and internal recruiting team a solid search strategy and marketing plan including brochure.

Develop a project timeline with clearly defined deliverables, objectives & metrics.

IDENTIFY

Leverage numerous recruiting resources, beginning with networking, to identify and target a pool of qualified potential candidates.

Connect, gauge interest and motivations and conduct initial candidate interviews.

QUALIFY

Present to client a short list of highly qualified candidates.

Facilitate and manage the entire client- candidate interview process.

Upon selection of a finalist candidate, BSC conducts professional reference checks, verifies education, and conducts any pre-offer preparation.

OFFER

BSC presents offer to candidate.

Facilitate any negotiations.

Obtain candidate's formal acceptance of the offer.

BSC follow up with new hire before and after



Appointing Acting Director

- Should the recruitment process go beyond 12 weeks the Health Service Board has the authority to appoint an acting director
- Confidential personnel matters held in closed session

Questions



Recommendations

- Approve the selection of the Berkeley Search Consultants Executive recruiter to conduct full-scope recruitment with the San Francisco Health Service Board for the Executive Director (Director) of the San Francisco Health Service System (SFHSS), Job Classification 0963; and
- Approve the appointment of the Health Service Board President as the designated point of contact with the Executive Recruiter and DHR. Grant the Health Service Board President authority to approve the final job description and other recruitment documents, brochure and interview questions.