

San Francisco Public Utilities Commission (SFPUC)

Manager VI - Chief Diversity, Equity, and Inclusion Officer (0941)



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission



Who Are We?

San Francisco Public Utilities Commission (SFPUC)

Headquartered in San Francisco, we have 2,250 employees working in eight counties with a combined annual operating budget of over \$1 billion.

Our Mission:

To provide our customers with high quality, efficient, and reliable water, power, and wastewater services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

Our Vision:

We are an innovative utility leader, recognized for excellent results in service, safety, stewardship, and inclusiveness.

We are an award-winning and industry-leading utilities organization committed to our customers, community interests, and the environment. To learn more about our organization, please visit our website at www.sfpuc.org.

We are proud of our infrastructure and programs, but most importantly, we value our highly qualified and dedicated workforce who ensures that this vision becomes a reality.

The Position

Under the general direction of the General Manager, the Chief Diversity, Equity, and Inclusion (CDEIO) Officer is responsible for providing executive-level support to the General Manager through the execution of a broad and complex set of assignments as delegated. With the goal of achieving equitable and inclusive outcomes and cultural change, the CDEIO will lead high-profile projects that directly impact core operations through collaboration with SFPUC Executive Management and staff across all Enterprises and Bureaus and deliver sustainable solutions to some of SFPUC's biggest challenges.

The CDEIO will collaborate with SFPUC's Executive Management and staff to collectively undertake the aspirational charge of dismantling the unjust structural and institutional systems that perpetuate inequities and barriers to opportunity for our employees and for the people we serve. The CDEIO will develop solutions to proactively eliminate inequities, and to advance the equity-focused, inclusive design and delivery of programs and projects for SFPUC that promote the inclusion, belonging and participation of Black, Indigenous and People of Color to achieve fair and just outcomes.

The CDEIO will work collaboratively with SFPUC's Executive Management, cross-functional staff throughout the organization, labor partners, educational institutions, foundations, community-based organizations, and other public and private partners to develop creative tools, strategies, and initiatives to improve (1) short-term performance and (2) long-term organizational health by maximizing the equitable inclusion and participation of people and organizations that have been historically marginalized.

The CDEIO will serve as a SFPUC Racial Equity Lead within the organization with SFPUC's Chief People Officer ("CPO") and externally to other city departments and partners in collaboration with the Assistant General Manager of External Affairs ("AGM of EA"). The CDEIO will implement SFPUC's Racial Equity Action Plans and develop racial equity indicators to measure current conditions, impact, results from changes made within programs or policy, and performance measures to evaluate efficacy - tools that will demonstrate how a City department addresses racial disparities within as well as in external programs. The CDEIO will be responsible for complying with and responding to the requirements and mandates of the City's Office of Racial Equity ("ORE").

The CDEIO will also report publicly to the SFPUC Commission, ORE, and other stakeholders on a regular basis as required by law, resolution, and in response to requests.

A key component of the Racial Equity Action Plans is SFPUC's workforce. The CDEIO will partner with the CPO to develop an effective agency-wide workforce equity strategy. The CDEIO and CPO will collaborate across the organization to focus on seven workforce priorities: Hiring and Recruitment, Retention and Promotion, Discipline and Separation, Diverse and Equitable Leadership and Management, Mobility and Professional Development, Organizational Culture of Inclusion and Belonging, and Boards and Commissions.

The CDEIO will collaborate closely with the CPO to make talent management a source of value and competitive edge at SFPUC. The CDEIO will assist the CPO in transforming SFPUC into a more dynamic and agile workplace that reflects the diverse communities we serve, drives positive social change, and improves the lives of people.



Essential Functions:

- Collaborate across SFPUC's Enterprises and Bureaus to lead the development and implementation of its Racial Equity Plans ("Plans"), integrate these Plans into SFPUC's strategic and business plans, report on SFPUC's progress towards goals, provide updates to the SFPUC Commission, and represent the SFPUC in related matters.
- Work within a matrix organization and collaborate with the General Manager, Executive Management, Racial Equity Leaders within each Enterprise and Bureau, staff at all levels of the organization, as well as other internal and external stakeholders in partnership with the AGM of EA, to lead SFPUC's agile transformation to a more adaptive organization that is responsive to employee, customer, and community needs. The CDEIO will document SFPUC's existing equity successes and scale them methodically.
- Lead a cross-functional change management effort to design and implement solutions that shift personal behavior on the issues of racial justice and equity to deliver sustainable performance improvements over time. This agile collaboration will enable SFPUC to adjust the design and implementation of its Plans to make complex, bureaucratic systems and opportunities accessible to everyone, while building a more dynamic, and adaptive culture from within that is able to deliver focused and sustainable systemic business and cultural change.
- Develop workforce equity strategies, policies, trainings, and investments that address historical and current harms to employees of color and create systems that support a just workplace environment. The CDEIO will center and adapt to frontline employee and community needs, to support Executive Management to unleash SFPUC's talent, identify next generation leaders, foster effective mentorship, and build the systems, services, capabilities, and capacity that support transformative performance. The CDEIO will lead to improve SFPUC's equity culture and enhance resilience to keep employees engaged, motivated, and inspired.
- Support SFPUC to become a more analytics-driven organization that achieves better performance through data. The CDEIO will help develop and augment systems and tools that capture and analyze the most valuable and meaningful trends and insights from data and translate them into actions that equip leaders and teams to drive cutting-edge solutions that lead to sustainable organizational transformation. By harnessing research, analytics, synthesis, and ideation to produce insights, SFPUC will strengthen both short-term performance, long-term organizational health, and equitable and inclusive outcomes.
- Oversee, collaborate with and support SFPUC's Enterprises and Bureaus to ensure fair and consistent management of consultants and employees across the organization. The CDEIO will work with SFPUC leaders to establish best practices to achieve racial equity commitments. The CDEIO will set priorities to focus areas to address racial and equity disparities within the workforce.
- Direct the allocation of resources and staffing to achieve timely outcomes and measurable goals within budget. The CDEIO will propose adjustments to the budget to meet emerging or new racial equity programs, while continuing to address major departmental priorities in racial equity. The CDEIO will participate in budget development to implement racial equity initiatives.
- Manage DEI consultants and contracts established to support the objectives of the CDEIO to ensure impactful organizational racial equity and DEI efforts. The CDEIO will manage these contracts, task orders, invoices, and associated deliverables.
- Class 0941 Manager VI performs other related duties as required.

► The Ideal Candidate

The ideal candidate will have a proven track record of demonstrating the following competencies:

- **Set Vision and Direction:** Envisions what the future looks like at a defined point, communicates this vision with authentic conviction, and inspires and engages others in creating that future
- **Innovation:** Creates a thriving culture in which employees feel both safe and encouraged to explore new ideas and improve existing ones. Develops new insights, questions conventional approaches, and encourages others to develop new ideas and innovations
- **Valuing Diversity, Equity, and Inclusion:** Recognizes the role of diversity, equity and inclusion in assembling capable teams and building a successful workforce. Fosters an inclusive and cooperative work environment where diversity and individual differences are valued and capitalized upon to achieve the vision and mission of the organization
- **Accountability:** Acts with integrity, honesty, and fairness; inspires trust. Clearly defines roles and responsibilities for self and others. Holds self and others to their roles and responsibilities. Complies with legal and ethical guidelines. Acts as a responsible steward of the resources entrusted to the SFPUC
- **Strategic Planning:** Formulates objectives and priorities, implements plans, and allocates resources to achieve the long-term goals of the organization
- **Change Management:** Ensures that planned changes are thoroughly, smoothly, and effectively communicated and implemented such that the lasting benefits of change are achieved. Leverages a structured approach and people-oriented strategies to drive the adoption and usage of new solutions to fully realize organizational benefits and project objectives

The Minimum Qualifications for this position are as follows:

- Possession of a baccalaureate degree from an accredited college.
- Four (4) years of managerial experience (which all must include supervisory) overseeing programs that relate to issues of equity and that have resulted in equitable outcomes preferably in a large department or organization (800-2000 employees).

Desirable Qualifications: Bachelor's degree or higher in Political Science, Law, Public Policy, Public Administration or closely related field.

Additional qualifying experience may substitute for the education requirement on a year for year basis for up to 2 years.

Notes:

- One year of full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40-hour work week). Any overtime hours that you work above forty (40) hours per week are not included in the calculation to determine full-time employment.



Compensation

The starting annual salary range for the CDEIO is \$175,864 - \$224,484. Appointment above the starting salary range may be considered based on the recruitment and is subject to approval. The City also provides an excellent benefits package including:

- **Health Insurance**
Management Cafeteria Plan. The City provides management employees with flex credit earnings, which can be spent on the premium contributions for a variety of pre-tax and post-tax benefit options, such as medical and dental plans, disability insurance, additional life insurance and long-term care insurance, paid via payroll deduction.
- **Life Insurance**
\$150,000 policy
- **Management Leave**
5 days per year
- **Vacation Leave**
10 days per year (after one year of service);
15 days per year (after five years of service);
20 days per year (after 15 years of service).
- **Sick Leave**
13 days per year
- **Holiday Leave**
12 paid holidays per year
- **Floating Holiday**
5 days per year
- **Pension Benefits**
Most employees are eligible for a pension of 2.3% at age 65, based on their highest three-year average salary.
- **Retirement**
 - A 2.0% mandatory contribution to the City's Retiree Health Care Trust Fund; and
 - A 7.5% - 10.5% mandatory employee retirement contribution for Fiscal Year 2022-23; and
 - A 7.65% mandatory contribution to Federal Insurance

To Apply

If you are interested in this outstanding opportunity, please apply online at:
<https://careers.sf.gov/?go=ZoNspzLW>

Filing Deadline:

May close at any time, but no sooner than October 24, 2022

Following the closing date, applications will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interviews.

If you have any questions, please do not hesitate to contact Melissa White at:
(415) 308-6765, mbwhite@sfgov.org

Job Class: 0941 Manager VI

Appointment Type: Project-Based Position, Exempt, Full Time

This position is excluded by the Charter from the competitive Civil Service examination process and shall serve at the discretion of the Appointing Officer. The duration of the appointment shall not exceed 36 months. There may be a permanent civil service opportunity for this position in the future.