



Assistant Director of Human Resources

Apply immediately, this recruitment may close at any time, but not before February 15, 2019

Salary range: \$129,506.00 - \$165,256.00/year

To apply, visit the City & County of San Francisco's Employment website at:

[0932 - Assistant Director of Human Resources](#)

The San Francisco International Airport (SFO) is looking to appoint, by April 2019, an outstanding leader to serve as the Airport's **Assistant Director of Human Resources**. The accomplished professional will manage approximately 30 employees performing human resource functions in the areas of recruitment, hiring/exams, payroll and processing, and labor relations. This individual will report to the Airport's Director of People, Performance & Development, providing assistance in the overall planning, organization, and direction of the Airport's Human Resources Office while exemplifying SFO's mission and core values. To learn more about this opportunity, visit [0932 - Assistant Director of Human Resources](#).

SFO's Mission & Core Values

Mission Statement

We provide an exceptional airport in service to our communities

Core Values

Safety and security is our first priority

We are one team

We treat everyone with respect

We communicate fully and help one another

We strive to be the best

We are innovative

We are open to new ideas

We are committed to SFO being a great place to work for all employees

We are each responsible for the Airport's success

We take pride in SFO and in our accomplishments

Minimum Qualifications

1. Possession of a Bachelor's Degree from an accredited college or university **AND**
2. Eight (8) years of professional human resources experience performing duties that include significant assignments in one or more areas of recruitment and selection; classification and compensation; employee and labor relations; and/or human resources operations. Qualifying experience **must include** four (4) years supervising human resources professionals in these areas.

Substitution: Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years. One (1) year is equivalent to thirty (30) semester units/forty-five (45) quarter units.

Desirable Qualifications:

- Experience within a governmental agency managing professional-level Human Resources staff engaged in recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration, and human resources operations;
- Excellent oral communication and written skills, including presentations to senior management and/or governing bodies, and facilitation of large intradepartmental meetings;
- Experience at planning and presenting at an executive or senior management level including interfacing with all managerial levels;
- Demonstrated and successful experience formulating and implementing effective solutions to complex issues and problems, including oversight of complex HR audits, analyses and investigations;
- Outstanding analytical, strategic thinking to lead and implement data-driven human resources strategy, and translate it into achievable goals;
- Working knowledge of applicable local, state and federal laws and regulations which include San Francisco City Charter, Administrative codes, Civil Service Rules, Annual Salary Ordinance and Collective Bargaining Agreements affecting department operations.

Equal Employment Opportunity: The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.