September 2, 2011 Number: U1118

The City of San Diego is accepting resumes for the unclassified position of

DEPUTY DIRECTOR, EMPLOYEE SERVICES & QUALITY ASSURANCE
(formerly Employee Services & Internal Control),
PUBLIC UTILITIES DEPARTMENT

Salary Range: Open within an established range of approximately $105,000 to $120,000 annually, dependent on qualifications and experience.

Recruitment: Open to internal Qualified Candidates within the City of San Diego.

Filing Deadline: **Open until filled**. Candidates are encouraged to apply promptly as the review of resumes will commence immediately after the application filing deadline.

The City:
With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play. With its great weather, miles of sandy beaches and major attractions, San Diego is known worldwide as "America's Finest City."

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2011 operating budget of $2.6 billion and employs approximately 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

The Department:
The Public Utilities Department is comprised of four branches that are funded by both the Water Enterprise Fund and the Sewer Enterprise Fund. Though the different branches cover all the tasks required by the Public Utilities Department, separate accounting is kept for each fund. Day-to-day operational responsibility for the Public Utilities Department rests with the Branch Assistant Directors, each of whom reports to the Director of Public Utilities. The Public Utilities' management team is further comprised of Deputy Directors who head each of the ten major divisions, plus two Program Managers who report to the Water and Wastewater Branch Assistant Directors.

The Employee Services and Quality Assurance (ESQA) Division provides department-wide support for the Water and Wastewater Enterprise Funds in the following administrative areas: human resources and payroll; employee training and development; occupational safety; contracts management; strategic planning and performance management; records management; quality assurance and control; and provides staff support to the department's Independent Rates Oversight Committee and Metropolitan Wastewater Commission.

The Position:
Under the general direction of the Public Utilities Department Director and Business Support Branch Assistant Director, the ESQA Deputy Director is responsible for the management and oversight of the following functions associated with the water and sewer funds:

- Human resources
- Occupational safety, employee training and development
- Budget Development and Monitoring for ESQA activities
- Contract coordination and records management
- Quality assurance, strategic planning and performance management programs

In addition, the ESIC Deputy Director will:

- Represent the Department before a variety of governing bodies within the City, including oversight committees, City Council, Civil Service Commission, etc.
- Participate in negotiations with a variety of water and wastewater agencies and work closely with elected officials, community leaders and representatives from those agencies to achieve resolution or decisions;
- Represent the Division and Department at various industry and professional forums;
- Establish and coordinate Department administrative polices within assigned area of responsibilities;
- Direct the work of subordinate staff;
- Perform related duties as assigned.

The Division has a workforce of 76 full time employees and a Divisional Budget of approximately $12M.

Qualifications:
The ideal candidate will possess the following qualifications:

- Substantial, progressively responsible management experience, preferably with substantial City of San Diego experience in internal support services, finance, quality assurance, development and monitoring;
- Experience in HR, Safety, Training, managerial experience in strategic business planning, performance metrics and measures;
- A commitment to public service, fiscal responsibility, and innovation in government;
- Excellent problem solving skills, with the ability to proactively identify and support creative and viable business solutions;
- The ability to balance competing interests in a regulatory and political environment;
- Focus on enhanced customer service and customer satisfaction;

- Excellent written and verbal communication skills;
- Strong business and political acumen to work effectively with internal customers, regulating agencies and elected officials;
- Strong leadership skills, with the ability to successfully interact with a wide variety of stakeholders;
- Demonstrated commitment to quality improvement and performance excellence; and
- Active and genuine commitment to managing diversity in the workplace and encouraging high performing teams.

Any combination of education and experience that demonstrates these qualifications may be qualifying. Mandatory requirements include possession of a Bachelor's Degree in Business or a related field, and five years of progressively more responsible, high-level managerial experience in budgetary, financial, human resources, safety, training, and strategic support services oversight, including five years at the management and policy making level with direction over professional staff. Possession of an advanced degree in public administration, human resources, or related field is desirable.

Management Benefits:
The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; $50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service and a mandatory 1% contribution to the 401(a) plan and .25% contribution to a retiree medical trust (with a City match to each); and optional deferred compensation (457) and 401(k) programs. Retirement benefits for current City employees may differ for this unclassified position. For further information contact Risk Management at (619) 236-6600. The benefits currently offered to employees may be subjected to future modifications.

Selection Process:
To be considered for this position, please submit the following: your current resume, a letter of interest highlighting your relevant work experience and a list of three work-related references – sending via Email to the Human Resources Department at HumanResources@sandiego.gov, or two copies of the requested materials when using City inter-office mail to MS 56 in an envelope marked ***"CONFIDENTIAL: Unclassified Recruitment* – Deputy Director, Employee Services & Quality Assurance"** or sending by US Mail to:

City of San Diego
Human Resources Department
1200 Third Avenue, Suite 1316
San Diego, CA 92101

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to a screening interview. Finalist interviews will be held with a City of San Diego selection committee.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

Scott Chadwick
Human Resources Director

JC/September 1, 2011/2214