

**Position Title:** Director, Office of Contracts Management and Compliance  
**Organization:** City & County of San Francisco, San Francisco Health Department  
**Organization Type:** Public, Non-Profit, County Public Health Department  
**Location:** San Francisco, CA  
**Salary Range:** \$174,252.00 - \$222,430.00 (Range A) - 0933 Manager V

Berkeley Search Consultants has been retained by the City & County of San Francisco to recruit the Director, Office of Contracts Management and Compliance for their Public Health Department. Located on the beautiful California Coastline and home to landmarks like the Golden Gate Bridge, San Francisco is one of the most well-known cities in the world. The city has a residential population topping 880,000 and more than 25 million business and leisure visitors annually. San Francisco is the only city in California with a consolidated city and county government. The City has an elected Mayor (London Breed) and 11 members of the Board of Supervisors, elected by district.

The Mission of the San Francisco Department of Public Health (SFDPH) is to protect and promote the health of all San Franciscans. SFDPH strives to achieve its mission through the work of multiple divisions - the San Francisco Health Network, Population Health, Behavioral Health Services, and Administration. The San Francisco Health Network is the City's only complete system of care and has locations throughout the City, including Zuckerberg San Francisco General Hospital and Trauma Center, Laguna Honda Hospital and Rehabilitation Center, and over 15 primary care health centers.

## Position Profile

The Director of the DPH Office of Contracts Management and Compliance will oversee contract development and certification for the Department of Public Health (DPH). DPH utilizes contracted services in excess of \$650 million annually via 500+ contracts, including highly technical professional services contracts and community-based treatment services.

The Director's oversight includes Civil Service Commission authorization process to contract out services, solicitation development and management for all required services, the approval of all waivers and Department MOUs, contract approvals by the Health Commission and Board of Supervisors, all contract certification, and meeting all City contracting requirements. This position will provide direct supervision, conduct contract and related document review and development, track certification status, and lead improvement processes, from development to implementation. The position will have three direct reports, overseeing four distinct units with 43 employees conducting all phases of solicitation, contract approval, development, and certification. Finally, the Director will provide critical recommendations and strategic direction to resolve issues impacting contract certifications, or to identify policy solutions to implement new service areas.

The Director of the Office of Contracts Management and Compliance performs the following essential job duties:

- Supervises the staff of the Office of Contracts Management and Compliance, aka DPH Contracts Office
- Controls, and manages timelines for contract certification and all solicitations.
- Interfaces and serves as a liaison with the City Attorney, Office of Contracts Administration (OCA), Clerk of the Board of Supervisors, Civil Service Commission, and DPH Business Office Units.
- Plans, develops, implements and/or directs complex quality improvement projects to improve day-to-day operations through the identification of alternative solutions and/ or approaches for completing the various interrelated processes utilized in the contract certification process across DPH.
- Ensures supporting processes, such as obtaining required City waivers, etc. are completed in a timely manner.
- Ensures solicitation processes are completed in a timely manner, and provides direct oversight of the solicitation content to ensure services are presented within City administrative and legal guidelines.
- Ensures (and or provides directly) staff training and quality control reviews of staff production.
- Makes recommendations for improvements in the areas of public contracting, including during multiple routine one-on-one business owner consultations and contract negotiations.

- Troubleshoots and provides accurate and actionable advice to department stakeholders, or identifies problems, and formulates and executes solutions.
- Researches and develops new strategies, policies, and procedures for existing and new line of businesses to meet the goals of SFDPH and the City and County of San Francisco.
- Ensures that contracted services are evaluated within legal frameworks and aligned with city regulations, working closely with the City Attorney.
- Provide support to the Director of the DPH Business Office to design and implement efficiency plans across the DPH Business Office to ensure continuity and efficiency where the Contracts Office overlaps with other units as part of the contract certification process.
- Performs related duties as required.

## Minimum Qualifications

*(all applicants must verify that they meet both elements below):*

1. Possession of a baccalaureate degree from an accredited college or university; **AND**
2. Five (5) years of direct professional experience in a governmental organization overseeing the solicitation through the certification lifecycle of a significant number of contracts, of which three (3) years must include supervision of professionals working in contract administration

**EDUCATION SUBSTITUTION:** Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis, up to two (2) years. One year (2,000 hours) of additional qualifying work experience will be considered equivalent to 30 semester units or 45 quarter units.

**Note:** One year of full-time employment is equivalent to 2,000 hours of qualifying work experience (one year if performed full-time at 40 hours per week).

Applicants must meet the minimum qualification requirements by the final application filing date unless otherwise noted.

**Important Note:** Please make sure it is absolutely clear in your application exactly how you meet the minimum qualifications. Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. Please be aware that any misrepresentation of this information may disqualify you from this recruitment or future job opportunities.

This position will be considered “open” until final selection is made. Candidates **must apply ASAP for first consideration**. If you are interested in learning more, would like to be considered for future roles, or know of qualified individuals you would like to refer, please contact or submit your resume to Roger Bazan-Flores or Julia Morse to [DCMC-SFDPH@berkeleysearch.com](mailto:DCMC-SFDPH@berkeleysearch.com)

**Julia Morse** | Sr. Director – Recruiting

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