

# UCSF Health

## Medical Foundation

### **Director, Human Resources – UCSF Health Medical Foundation (San Francisco Bay Area)**

#### **Overview:**

*UCSF Health Medical Foundation is a multispecialty physician foundation, and an associated clinically integrated network [CIN]. Our primary goal is to foster physician collaboration to deliver the most advanced pediatric care throughout Northern California and beyond. We have Pediatric, Ophthalmology, Adult Medicine, and Women's health clinics located throughout the San Francisco Bay area.*

UCSF Health Medical Foundation is seeking an executive leader to serve as Director of Human Resources, reporting to the President. This role provides visionary direction and operational oversight for all HR functions, guiding strategy and execution. The ideal candidate will have a minimum of 5 year's HR executive experience in healthcare and leadership experience supporting a growing organization. This position offers a hybrid schedule—combining onsite and remote work—for optimal flexibility and work-life balance (3 days onsite/2 days remote)

#### **Key Responsibilities:**

- Set and execute the strategic HR vision in alignment with UCSF Health Medical Foundation's mission and objectives.
- Support staff and physician-related HR activities, including onboarding, payroll and disciplinary actions.
- Expert experience with employee relations, investigations, and conflict resolution processes, minimizing risk to organization.
- Advise and collaborate with senior executives and physician leadership on growth strategy, engagement, compensation, employment agreements, legal risks, and workforce satisfaction.
- Drive diversity, equity, and inclusion strategies to cultivate an environment of respect, belonging, and professional advancement.
- Current and up-to-date knowledge and compliance of labor laws, regulatory requirements and local, state and federal laws.
- Spearhead leadership development, training, and organizational change management initiatives.
- Direct, mentor, and inspire a high-performing HR team, instilling accountability, engagement, and continuous improvement in efficiency and processes for a growing organization.
- Utilize workforce analytics and metrics to guide executive decision-making and strengthen strategic outcomes.
- Participates in annual budgeting and business planning process.

**Qualifications:**

- Bachelor's degree in Human Resources, Healthcare Administration, or related field required; Master's degree strongly preferred.
- Minimum 5 years of executive HR leadership (VP, Sr. Director, CHRO, or similar) in healthcare, academic medicine, or physician group management.
- Comprehensive knowledge of healthcare employment law and regulatory requirements.
- Expertise with SBAR and other clinical communication strategies in an executive setting.
- Exceptional leadership, interpersonal, and communication skills.
- Proficiency with advanced HRIS systems and compensation modeling.
- Experience presenting to leaders, executives and Board
- Experience delivering crucial conversations when dealing with complex situations

**Preferred:**

- SHRM-SCP or HRCI SPHR certification.
- Experience with Gallup employee engagement surveys and action planning
- Experience with report writing, creating dashboards and metrics for presentation to Leadership

**Benefits**

We offer a competitive benefits package, including a very generous 401(k) and Paid Time Off (PTO) plans.

**Annual Salary - 150k-190k*****Equal Employment Opportunity***

*UCSF Health Medical Foundation is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Qualified candidates with criminal histories will be considered. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.*