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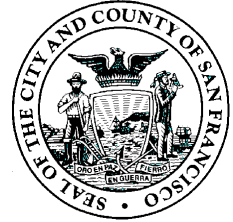
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**HEALTH COMMISSION
CITY AND COUNTY OF SAN
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**London N. Breed Mayor
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To: Health Commissioners

**From: Edward A. Chow MD, President
James Loyce Jr, Vice President**

Date: September 4, 2018

Re: Department of Public Health Director of Health Hiring Process

With input from Mayor Breed, Micki Callahan, CCSF Director of the Department of Human Resources, and Greg Wagner, DPH Acting Director of Health, the Health Commission Officers have developed the following Recruitment Process for the DPH Director of Health. This process will be introduced and discussed at the September 4, 2018 Health Commission meeting.

Date/Time/Location	Task
9/4/2018 4pm 101 Grove Street, Room 300	The Health Commission will discuss the Recruitment Process for the DPH Director of Health Position.
9/18/2018 2pm 101 Grove Street, Room 300	The Health Commission will hold a hearing to solicit input from the community regarding qualities and qualifications of the Director of Health as part of development of the job description.
TBD	The job announcement will be developed and released
TBD	Outreach and recruitment will be conducted by the CCSF Department of Human Resources (DHR) and a DHR executive search vendor.
TBD	DHR will screen the applicants for minimum qualifications.
November 2018 (Tentative date)	In closed session, the Health Commission will review candidates that meet the minimum qualifications to decide which will be interviewed.
December 2018 (Tentative date)	In closed session, the Health Commission will interview candidates.
TBD	Finalists will meet with SFDPH Executive Staff.
TBD	The Health Commission will develop a list of three candidates that will be forwarded to Mayor Breed. The Mayor will determine if any of the candidates are acceptable. She has sole authority to hire this position.