JOIN THE UCSF POLICE DEPARTMENT AND MAKE A DIFFERENCE....
The University of California, San Francisco (UCSF) Police Department provides contemporary police services including criminal investigation, community policing, crime prevention and suppression, emergency management, and site security services to a daily population of over 50,000 people at University and contract locations. Founded in 1864, UCSF includes the 107-acre Parnassus campus that is home to graduate professionals in dentistry, medicine, nursing and pharmacy; a graduate division for pre and postdoctoral scientists; UCSF Medical Center; UCSF Benioff Children’s Hospitals; and Langley Porter Psychiatric Institute. UCSF is considered one of the nation's premier health sciences teaching, training, and research centers. UCSF is the only UC campus dedicated exclusively to the health sciences.

DESCRIPTION:
The Mission Continuity Program Manager has promoted the growth of UCSF Mission Continuity Plans from less than 20 when position was created to over 178 at the time of request to reclassify the position. The Mission Continuity Program is expected to increase to over 385 Department and Division with essential functions and services over the next two years. The level of complexity in mission continuity planning has grown exponentially as research, academic, information technology, and clinical divisions have been added to the financial and administrative business divisions needing the Mission Continuity Program Manager’s analysis, consultation and training.

Due to the growing number of complex divisions requiring development or maintenance of existing plans, and the expert analysis of systems dependencies amongst the University’s over 2,000 divisions, the Mission Continuity Program Manager has developed a mission continuity planning team comprised of senior level representatives for each mission critical Control Point. In this increasingly broad and complex role, the Mission Continuity Planner has evolved to managing the University’s mission continuity planning program, reporting directly to the Director Homeland Security Emergency Management, requiring minimal supervision and working with significant latitude to create tools and systems necessary for success. The individual serves as Deputy Director of Homeland Security Emergency Management and has supervision responsibility for non-sworn personnel in a growing police department division. UCSF has been the recipient of the UC system-wide award for excellence in Mission Continuity Planning for two consecutive years.

REQUIRED QUALIFICATIONS:
- BA/BS degree with a major in Business Administration, Public Administration, Emergency Services, Political Science or related field, and 5-10 years’ relevant experience and / or equivalent experience / training
- Certificates of training in National Incident Management System (NIMS), California Emergency Management System (SEMS), and Incident Command System (ICS) including and beyond ICS 100, 200, 700, and 800
- Mission (Business) Continuity Knowledge: Thorough knowledge and understanding of current disaster recovery planning techniques and technologies as well as the methods used in performing risk analyses and business impact analyses
- NIMS/SEMS/ICS Knowledge: Strong operational knowledge National Incident Management System (NIMS), California Standardized Emergency Management System (SEMS) and Incident Command System (ICS)
- Performance during Emergencies: Ability to work in a high stress, noise-filled environment with multiple distractions and competing priorities for 12-hour durations for extended periods during disaster operations is essential. During non-emergencies, regular work requirement is 40 hours weekly in an open office environment
- Proficiency in FileMaker Pro and Microsoft Office software including Word, Excel, Access, Power Point, Internet Explorer, and Outlook. Verifiable history of quickly learning communications and data/software applications
- Organization Skills & Attention to Detail: Excellent organization skills utilizing electronic and manual systems to support the UCSF Emergency Management Division’s compliance with NIMS, CALEA and NFPA 1600 surveys/audits
- Advanced knowledge of common organizational or research specific and other computer application programs
- Ability to use discretion and maintain confidentiality
- Thorough knowledge of organizational or initiative processes, protocols and procedures
- Ability to multi-task with demanding timeframes
- Advanced knowledge of applicable policy analysis techniques
- Advanced analytical / problem-solving skills
Excellent project management skills

- Problem Solving Skills: Ability to be flexible and work analytically in a problem-solving environment
- Excellent communication (written and oral), interpersonal skills, multi-tasking, and time-management skills. Able to communicate with internal and external senior management confidently and demonstrate the professionalism of the job family
- Supervisory: Ability to oversee others, set priorities, provide feedback, coaching, mentoring, development, performance management
- Training Skills: Demonstrated ability to create and present emergency preparedness presentations, including volunteer emergency response training
- Excellent customer service and effective problem-solving skills
- Demonstrated English language composition, report writing and editing skills
- Program Implementation: History of successful program implementation
- Networking: History of developing & maintaining good public relations with other university departments, public safety organizations, city and county officials, and others
- Demonstrated record of excellent attendance, reliability, and problem solving skills
- US Residency or Citizenship

*LICENSE AND CERTIFICATION REQUIREMENTS:
- Certified Business Continuity Professional (CBCP), ICS 100, 200, 700, 800
- BCP Certification or equivalent work experience
- Certificates of training in National Incident Management System (NIMS), California Emergency Management System (SEMS), and Incident Command System (ICS) including and beyond ICS 100, 200, 700, and 800
- CA Driver’s License

Note: Fingerprinting and background check required.

COMPENSATION / BENEFITS:
Excellent benefits including paid holidays, vacation, sick leave, health insurance and retirement plan. For specific benefit details please visit the UCSF HR website [http://ucsfhr.ucsf.edu/](http://ucsfhr.ucsf.edu/)

Salary: Up to $167,300.00 Annual Pay

UC Tuition: Reduced UC tuition for eligible employees

HOW TO APPLY: IMPORTANT APPLICATION INSTRUCTIONS

Submit a current resume and employment application to job code #47739BR:


b. Save both your resume and Police Department Employment Application as one document and upload this combined document into your profile under "Resumes" on the UCSF Careers website and apply online to job code #47739BR at [http://ucsfhr.ucsf.edu/careers/](http://ucsfhr.ucsf.edu/careers/)

If you are unable to combine these two documents, apply online at the UCSF Careers website (include your resume) and mail the original signed supplemental application to: Professional Standards Division, 654 Minnesota Street, San Francisco, CA 94143-0238. NOTE: Both documents (online application including resume) and a completed, signed Police Department Employment Application) must be received in order to be considered for available positions.

FILING DEADLINE FOR ALL REQUIRED MATERIALS:
Applications will be accepted until position is filled.

DATE POSTED: August 4, 2017

ABOUT UCSF -
The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.