



We invite applications for the position of:  
**DEPUTY DIRECTOR OF HUMAN RESOURCES**  
\$183,248 – \$201,988 annually  
Plus a comprehensive benefits package

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## **The City of San Mateo Human Resources Department is looking for a Deputy Director of Human Resources**

### **Why Join Our Department**

The City of San Mateo's Human Resources Department recruits and supports high-performing employees who work as one to serve the San Mateo Community. We are looking for a forward-thinking professional with a passion for Human Resources to join our team. This is an outstanding opportunity to join a dynamic and diverse organization and make valuable contributions for the benefit of the City of San Mateo's dedicated employees. You will work with motivated, intelligent, and creative people.

### **What You'll Do**

Under general direction, assists the Human Resources Director in the administration, planning, and coordination of the operations of major functional areas of the Human Resources Department; coordinates assigned activities with other City departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Human Resources Director.

Examples of essential duties may include, but are not limited to the following:

- Assist in the development, implementation, and evaluation of departmental policies, procedures, goals, objectives, and priorities for each assigned service area.
- Assist in monitoring and evaluating the efficiency and effectiveness of human resources services and programs, processes, and practices. Assess and monitor workload, staffing levels, and resources. Identify opportunities for improvement.
- Conduct a variety of organizational and operational studies and investigations and make recommendations.
- Coordinate activities between major departmental divisions and/or sections to ensure efficiency and effectiveness of departmental operations.
- Assist in planning, directing, and coordinating the Human Resources Department's work plan.
- Serve as an active member of the City's negotiation team as assigned
- Represent the Human Resources Department in meetings with other City departments, elected officials and outside agencies; explain and interpret Human Resources Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues; and provide advice and assistance to management staff regarding personnel matters.
- Assist in ensuring compliance with policies, contracts, Federal, State and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters.
- Act as liaison with regulatory agencies to address formal complaints of harassment and discrimination; and prepare reports and documents as required.
- Select, supervise, train, motivate and evaluate assigned personnel; develop and implement action plans to address work deficiencies.
- Provide consultation to departmental managers on a variety of human resources matters; discuss organizational problems, develop alternatives and strategies for dealing with those problems; and assist in implementation of solutions, as necessary.

- Assist in the development and administration of the Human Resources Department budget, including the forecast of additional funds needed for staffing, equipment, materials, and supplies. Assist in monitoring and approving expenditures.
- Assist with coordinating Human Resources Department activities with those of other departments, divisions and outside agencies and organizations; provide staff assistance to the Human Resources Director, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.
- Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.
- Assist in the development and revisions of City policies, procedures, and programs.
- Assist in monitoring legislation and analyzing proposed legislation to determine impact on human resources operations and programs
- Prepare and direct the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Serve as liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.
- Participate in a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources and benefits.
- Assume responsibility for the department's operations in the absence of the Director of Human Resources, and as needed. Represents the Director of Human Resources in a variety of meetings and committees.
- Perform other related duties and responsibilities as assigned

### **Who You Are**

- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and onboarding; classification and compensation; benefit and compensation analysis and administration; workers' compensation and safety; disability laws and leaves; employee development and workforce planning; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures
- Ability to provide professional leadership and direction; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient human resources programs and services; interpret, apply and explain complex laws, codes, regulations, and ordinances; problem-solve confidential, complex, and sensitive issues, research, analyze, and make recommendations; prepare clear, concise, and accurate written documents and reports; maintain attention to details and accuracy while meeting critical deadlines; interpret and apply Federal, State, and local laws, rules, and regulations; make sound and independent decisions in day-to-day activities and in emergency situations; exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs; communicate clearly and concisely, both orally and in writing; make presentations to a variety of audiences, including executives, elected officials, and the community; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **What You Bring**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Five (5) years of increasingly responsible professional human resources management experience in the public sector, including three (3) years of supervisory experience
- A bachelor's degree from an accredited college or university with major course work in business administration, public administration, human resources, or closely related field.

## Bonus Points

- A master's degree is desirable.

**Special Requirement:** Ability to work in a standard office environment; ability to travel to different sites and locations; ability to make effective presentations to public audiences, conduct City business during day and evening hours, including occasional weekend and irregular hours.

## What We Offer

- *Salary:* \$183,248 - \$201,998 annually
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS
- Participation in the Social Security Program
- City contribution of 0.5% of base salary to a 457 Deferred Compensation Plan, and a 2% match to the Employee's voluntary contribution.
- Free Fitness classes through City of San Mateo Parks and Recreation
- Credit Union Membership

## Are You Ready? Apply

Submit an online application, *résumé (required)*, and supplemental questionnaire by May 8, 2025 at 11:59 p.m. at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of San Mateo, 330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403, (650) 522-7260.

## Application Deadline

Recruitment will close on **May 8, 2025, at 11:59 p.m.**

## Examination Process

All applications, *résumés (required)* and responses to supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see *résumé*" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **an in-person oral panel interview is tentatively scheduled for May 22, 2025.**

An employment list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – April 24, 2025

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org)*

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**CITY OF SAN MATEO**  
**Deputy Director of Human Resources**

**Supplemental Questionnaire**

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)*

1. Please describe your experience working as a human resources professional in a public sector setting. Please include the total number of years in each human resources area.
2. Please describe your experience with planning, evaluating, and implementing human resources programs, policies, and procedures.
3. Please describe your supervisory experience of human resources staff. Please include the total number of individuals you supervised and their job titles.

***Fine Print***

*Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [lcoles@cityofsanmateo.org](mailto:lcoles@cityofsanmateo.org) or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.*