



CITY OF SAN MATEO  
Human Resources Department

330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)  
(650) 522-7000

**The City of San Mateo invites applications for the position of:**

**Position:** Human Resources Analyst Intern

**Salary:** \$25.08 to \$30.02 per hour (Dependent on Qualifications)

**Job Type:** Internship

**Location:** City Hall – Human Resources Department  
330 W 20th Ave., San Mateo, CA 94403

**Hours:** 20-30 hours per week/Flexible schedule

**Application:** An official City of San Mateo employment application **and** supplemental questionnaire is required.

**Closing Date:** July 25, 2025 or upon receipt of the first 50 applications **and** supplemental questionnaires

**THE POSITION:** The City of San Mateo's Human Resources Department has an opportunity for an intern to work on a number of projects. The Department is responsible for programs in recruitment and selection, classification and position control, labor and employee relations, employee training and development, workforce planning, salary and benefit administration, and employment related policies. The HR Analyst Intern will receive supervision from the Sr. HR Analyst primarily responsible for each specific project. The duration and start dates of the internship are flexible.

**MINIMUM QUALIFICATIONS:**

- have earned a AA/BA/BS or Masters within the last 12 months or are a Candidate
- Strong analytical, writing and verbal skills; effective written and oral communication
- Experience conducting research and data analyses
- Able to work independently with direction from supervisor
- Interest in learning more about a career in human resources and/or local government

**DUTIES:** The primary projects will most likely include the following:

- **Employee Development and Workforce Planning:** help with internal documentation, systems and tracking for training participation; assist with the transition to a new LMS system, assist in the design, coordination, and evaluation of learning and development programs to enhance employee skills and career growth.
- **Classification and Position Control:** Assist in updating and maintaining the position control database, track position vacancies and changes, assist in reviewing and organizing job descriptions, assist in compiling data for reclassification requests, assist in compiling data for compensation analysis, support in the preparation of classification related documents.
- **Recruitment:** Assist in sourcing candidates through various job boards, assist in updating and maintaining recruitment log, assist in the preparation of oral board materials and logistics for in-person oral board interviews, maintain recruitment files – close out interview materials once a recruitment has been completed
- **Employee and Labor Relations:** Review applicable MOUs, side letters, policies & procedures to determine and identify applicable provisions which may apply to specific departmental inquiries. Provide recommendations based on research and data analysis, assist in tracking MOU compliance items, help organize trainings related to employee relations.
- **Employee Services and Benefits:** Assist in processing of benefit enrollments and changes, respond to basic employee inquiries about benefit offerings, assist with benefit offerings communication to City employees, assist with gathering documentation or follow-up as needed, assist with internal tracking and reporting.

In addition, the intern may work on a variety of other projects depending upon their time and interests.

**HOW TO APPLY:** Interested candidates should submit an official City of San Mateo employment application **and** supplemental questionnaire by July 25, 2025 on-line <https://www.calopps.org/san-mateo/job-20642914>.

**or**

Submit an official City of San Mateo application **and** supplemental questionnaire by July 25, 2025 to the City of San Mateo Human Resources Department, 330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403

**SUPPLEMENTAL QUESTIONNAIRE:** Please submit a cover letter discussing your interest and experience as they relate to this position.

**For additional information, contact Waylen Leopoldino at 650-522-7265 or by e-mail at [wleopoldino@cityofsanmateo.org](mailto:wleopoldino@cityofsanmateo.org)**

*The City of San Mateo is an equal employment opportunity employer.*