



We invite applications for the position of:
HUMAN RESOURCES TECHNICIAN
\$7,942 - \$9,466 Monthly
Plus a comprehensive benefits package

The City of San Mateo Human Resources Department is looking for a Human Resources Technician

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.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v=_GTIzeSpc_g

What You'll Do

The Human Resources Technician provides a wide variety of technical human resource work in a variety of program areas including employee and labor relations; performance management; benefit administration; recruitment and selection; compensation; human resources information systems database analysis and report writing. Duties include administering employee benefit programs; conducting benefits and onboarding orientation; maintaining benefits enrollments; counsel employees and supervisors on City policies, procedures and collective bargaining agreements; process a multitude of employee transactions such as appointments, promotions, leaves, acting pay; proctor test administration for a variety of classifications; orientate oral panel members on examination guidelines; gather and assemble data in preparation of routine or custom and special HRIS reports; respond to employee inquiries regarding benefit eligibility.

The City recently implemented a new ERP system, Workday. In addition to the duties described above, you will support the HRIS Analyst in enhancing human resources functions citywide, including testing system updates and releases, creating job aids, and supporting other HRIS-related projects. This is an exciting opportunity for a creative, collaborative, and innovative individual who embraces new technology and values continuous improvement.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Who You Are

- You are highly motivated and possess **knowledge** of Human Resources policies and procedures relating to recruitment, selection, benefit administration, compensation and related areas.
- You have the passion and **ability** to perform human resources work; plan, coordinate and organize work to meet deadlines; understand, interpret and apply rules, regulations and memoranda of understanding.
- You **desire** to contribute to a positive work environment that fosters motivation, collaboration, coaching and engagement of our workforce.
- You are detail-oriented, an excellent communicator both orally and in writing, you value accountability and customer-centric business practices, and a strategic thinker and proactive problem solver.

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:

- At least two years of increasingly responsible clerical or account clerical experience, preferably in a Human Resources environment.
- The equivalent to a high school diploma.

Bonus Points (highly desirable)

- Specialized training in Human Resources Management, Public Administration, Business Administration or a related field.
- Experience with HR software systems, particularly Workday HCM, or comparable human resource management platforms.

ADA Special Requirement: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment.

What We Offer

- *Salary:* \$7,942 – \$9,466/month
- 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 8.30% to CalPERS and New members contribute 6.75% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan, and 1% city contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- This classification is represented by the San Mateo City Employees' Association

Are You Ready? Apply.

Submit an online application, résumé (*strongly encouraged*), and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **October 20, 2025 @ 5 p.m. OR upon receipt of the first 50 applications and supplemental questionnaires**, whichever occurs first.

Interview Process

All applications, résumés, and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see resume" as a substitution for the work experience description, those with unclear 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; **a Zoom oral board is tentatively scheduled for November 6, 2025.**

An eligible list will be established for 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 eligible 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 – October 6, 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.*

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 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.

CITY OF SAN MATEO
Human Resources Technician
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. To help us understand your overall HR experience, describe your background in the following areas. Be specific in outlining your roles, responsibilities, and types of issues or projects you've handled:
 - a. Employee and Labor Relations
 - b. Benefits Administration and Onboarding
 - c. Recruitment, Examination and Selection
 - d. Classification and Compensation
2. Describe your experience interpreting and applying rules and regulations including federal, state or local laws, policies, and procedures. Additionally, include your experience processing personnel transactions.
3. Describe your experience working with HR-related software, such as HRIS systems, Applicant Tracking Systems, and SharePoint. Include the extent of your knowledge and your level of proficiency with each.
4. Describe your experience and proficiency level with Microsoft Office applications, including Excel, Word, PowerPoint, and any other relevant software. Be sure to highlight specific tasks or projects where you utilized these tools effectively.