



City of Stockton

PROGRAM MANAGER III - HUMAN RESOURCES

SALARY	\$3,867.38 - \$4,965.79 Biweekly \$100,551.81 - \$129,110.58 Annually	LOCATION	City of Stockton, CA
JOB TYPE	At-Will	JOB NUMBER	0426-07822
DEPARTMENT	Human Resources	OPENING DATE	04/10/2026
CLOSING DATE	5/1/2026 5:30 PM Pacific		

DEFINITION

FLSA STATUS: Exempt

The City of Stockton Human Resources Department is seeking a Program Manager III who will be responsible for managing the department’s budget, contracts, compiling and analyzing data, as well as preparing reports in support of division operations, departmental initiatives, and labor negotiations. These core areas represent key responsibilities of the role; however, the position may also be assigned to oversee projects and additional duties as needed to support broader organizational goals.

The incumbent will work a City of Stockton 9/80 schedule: 7:30am - 5:30pm Monday through Thursday; 8:00am - 5:00pm Fridays, with every other Friday off.

This is an At-Will (unclassified/unrepresented) position. Only those applicants who best fit the needs of the City will be referred to the hiring department. Applicants who fail to fully complete the online application/supplemental questionnaire or provide the required documentation will be subject to rejection.

Prior to appointment, eligible candidates will be required to submit to and successfully pass a background investigation, which will include fingerprinting. Additionally, this position is onsite at the City of Stockton. The candidate must be able to report onsite on a full time basis.

Under administrative direction, performs a variety of professional level duties and responsibilities for implementation of Citywide strategic programs, including operational and/or other complex analyses; performs related duties as assigned.

CLASS CHARACTERISTICS

Incumbents in this management level classification are responsible, in addition to the above, for directing and managing compliance by departments with the policies and procedures of the program(s) under the supervision of this class. Work is done under the direct authority of the City Manager or departmental senior management due to the critical nature of the policies and programs. Assignments allow for a high degree of autonomy and administrative decision making in their

execution. This class is distinguished from the general administrative support classes in that the duties relate specifically to administration of specialized programs.

PRINCIPAL DUTIES (Illustrative Only)

1. Plans, organizes, directs, and controls programs and projects with Citywide implications; provides expert professional assistance to City management staff.
2. Reviews and enforces administrative policies, procedures, and operations; ensures that internal and externally imposed program requirements are met.
3. Develops and directs the implementation of goals, objectives, and work standards.
4. Supervises staff, planning, assigning, reviewing, and evaluating work; participates in the selection of staff and provides for their training and professional development.
5. Provides staff leadership and technical assistance to task forces, citizen advisory committees, commissions, or boards; confers with and provides technical assistance to City departments in areas of responsibility.
6. Prepares a variety of periodic progress and special reports related to programs and activities.
7. Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations and the public.
8. Prepares recommendations for annual grant and program budgets; and/or provides input for and prepares various grant applications or annual performance report of activities.
9. May confer and negotiate with developers and property owners relative to the acquisition and disposition of property and improvements; may draft project contract language and performance specifications.
10. Monitors legislation and developments related to areas of responsibility; evaluates their impact on City operations and programs; recommends and implements policy and procedural improvements.
11. Performs related duties as assigned.

QUALIFICATIONS

Education/Experience:

Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration or a closely related field, or the field of the program to which assigned, and four (4) years of experience managing or supervising highly visible programs or projects with major departmental or citywide impact.

Other Requirements:

Specified positions may require possession of a valid California Class C driver's license.

Knowledge of:

- Policies, principles, and resources related to the program(s) to which assigned; program monitoring and evaluation techniques;
- Public administration principles, practices, and methods of administrative and organizational analysis;
- Applicable federal, state, and local laws, rules and regulations;
- Business computer user applications, particularly as related to data analysis and management;
- Principles and practices of employee selection, supervision, training, and professional development;
- Principles of grant application, proposal preparation, and monitoring and reporting techniques;
- Basic budgetary principles and practices.

Skill in:

- Analyzing administrative, operational, or organizational problems and issues related to the program(s) to which assigned; evaluating alternatives and reaching sound conclusions;
- Establishing, prioritizing, and implementing goals, objectives, policies, and work standards;
- Planning, assigning, reviewing, evaluating, and directing the work of assigned staff;
- Interpreting, explaining, and applying complex rules, regulations, policies, laws, and ordinances;
- Providing technical assistance and staff leadership to City departments, boards, and commissions;
- Preparing clear and concise management-level reports and correspondence;
- Making persuasive oral presentations of ideas and recommendations;
- Negotiating favorable contract terms for the City in assigned areas of responsibility;
- Effectively representing the interests of the City in meetings with public agencies, the business community, or others outside the City;
- Preparing, administering, and monitoring grant or program budgets;
- Exercising sound, independent judgment within established guidelines;
- Establishing and maintaining effective relationships with those contacted in the course of the work.

The Process:

Only those applicants who best fit the needs of the City will be considered for this career opportunity. Applications and supplemental questionnaires will be reviewed and only the most qualified applicants will be referred to the Human Resources Department.

ALL APPLICATIONS AND SUPPLEMENTAL QUESTIONS MUST BE COMPLETED FULLY AND SUBMITTED ON AN OFFICIAL CITY OF STOCKTON APPLICATION FORM. (DO NOT STATE "REFER TO RESUME" ON YOUR APPLICATION OR SUPPLEMENTAL QUESTIONNAIRE.) INCOMPLETE AND/OR FALSIFIED APPLICATIONS AND SUPPLEMENTALS WILL BE REJECTED AND CANNOT BE REVISED AFTER SUBMITTAL ON OR BEFORE THE FINAL FILING DATE. POSTMARKS, FACSIMILES, AND PHOTOCOPIES OR THE CITY'S EMPLOYMENT APPLICATION WILL

NOT BE ACCEPTED.

The information in this announcement concerning the terms and conditions of employment does not constitute either an express or implied contract, and these provisions are subject to change.

NOTES:

- After on-line submittal, immediate notification will appear on your screen indicating your application has been received. Please print this notice as proof of filing.
- **Notification and correspondence will be sent via email only. No paper notices will be mailed to applicants. It is the applicant's responsibility to ensure a correct email address is provided and that correspondence is being received.**
- **NeoGov.com: You will receive correspondence via the e-mail address you placed on your application. Some e-mail accounts have been known to place these e-mails in the spam/junk file. Please check your e-mail folders or accept e-mails ending with neogov.com.**

In accordance with California Government Code section 3100, et seq., all City of Stockton employees are considered disaster service workers who may be required to report for duty, or remain on duty to address disaster service activities in the event of an emergency or disaster and are required to undertake an applicable loyalty oath.

This position is Exempt from FLSA (Fair Labor and Standards Act) and does not qualify for overtime compensation and is subject to Fair Political Practices Commission (FPPC) annual filing requirements. Please see the FCCP website www.fccp.ca.gov, for more information.

Employer

City of Stockton

Address

425 N. El Dorado St.
3rd Floor
Stockton, California, 95202

Phone

(209) 937-8233
(209) 937-8234

Website

<http://www.stocktonca.gov/>

PROGRAM MANAGER III - HUMAN RESOURCES Supplemental Questionnaire

***QUESTION 1**

Application Authenticity

The Supplemental Questionnaire is part of the application process; accordingly, it should be completed carefully. It must be submitted with your official employment application. Do not indicate "see resume" as an answer to any of these questions.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

- Yes
 No

***QUESTION 2**

Do you possess, or are you able to obtain prior to appointment, a valid California driver's license?

- Yes
 No

***QUESTION 3**

Education Do you possess a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration or a closely related field? (Note: This is a requirement; therefore, a "No" response will result in application denial.)

- Yes
 No

***QUESTION 4**

Verification of Education: Applicants are required to submit proof of education (copy of diploma, unofficial transcripts, or grade report showing conferral date of degree). Failure to submit the required information will result in rejection from the process. **Documents must be submitted by the final filing date.** Please select which method you will use to submit your proof of education.

- Scan and attach to online application (preferred method); or
 Email to andrelyn.petate@stocktonca.gov (include "Program Manager III-HR" in the subject line of your email.)
 I do not possess the minimum required education

***QUESTION 5**

Accreditation: Accredited colleges or universities are those that have been examined by a third-party accrediting agency to ensure acceptable levels of quality. Accreditation ensures that a degree obtained outside of the United States is equivalent to a degree obtained within the United States.

The City of Stockton requires degrees from educational institutions that have been accredited by a national or regional accrediting agency in the United States that is recognized by the U.S. Secretary of Education and/or U.S. Department of Education as a "reliable authority as to the quality of postsecondary education."

If you have received your postsecondary education from an institution that may not be accredited in the United States, it is your responsibility to provide proof of U.S. accreditation by the closing date and time of this recruitment.

You may contact the City of Stockton Human Resources office for an illustrative list of organizations that evaluate foreign colleges.

- I understand this requirement and will provide the necessary documentation if applicable.

***QUESTION 6**

Experience The position requires four (4) years of experience managing or supervising highly visible programs or projects with major department or city-wide impact. (Note: This is a requirement; therefore, a "No" response will result in application denial.) **Do you understand and meet this requirement?**

- Yes
 No

***QUESTION 7**

Public Agency Experience Experience in a public agency is desirable. Please indicate professional-level public sector experience which you possess (Check all that apply):

- Federal

- State
- County
- City
- School District
- Transit or Special District
- Other
- No public sector experience

QUESTION 8

Please detail your experience managing or supervising highly visible programs or projects with major department or city-wide impact. Include your employer, position, dates of employment and job duties.

* Required Question