



THE CITY OF SAN MATEO INVITES APPLICATIONS FOR THE POSITION OF:

Position: Human Resources Technician – Per Diem (part-time)
Salary: Salary range is \$44.49 – \$53.01 per hour
Location: 330 W. 20th Ave. San Mateo, CA 94403
Hours: Average 20-30 hours a week and maximum 1,000 hours per fiscal year
Application: City of San Mateo employment application
Closing Date: Open Until Filled

THE POSITION

The City of San Mateo is seeking a Per Diem Human Resources Technician providing a wide variety of technical human resource work in a variety of program areas including benefit administration; recruitment and selection; compensation; human resources information systems database analysis and report writing, and to do related work as required. This position receives general supervision from the HR Director or Senior HR Analysts.

EXAMPLE DUTIES

- Prepare and maintain personnel records.
- Write, edit and prepare digital and print communications materials.
- Assist in the recruitment process by preparing and distributing job announcements, composing, and placing ads, composing and recording announcements for the job hotline, updating and monitoring recruitment information on the City's web site, screening applications, and answering inquiries from applicants.
- Work with departments in coordinating examination schedules and locations; prepare necessary correspondence for the examinations; notify candidates; enlist the services of examination board members; assemble and mail packets to oral board members.
- Process, update, and maintain invoices and accounts payable.
- Gather and assemble data and prepare routine reports; maintain a variety of records and files.
- Screen calls and visitors, referring inquiries as appropriate, and respond to requests for information regarding general personnel matters.
- Use specialized technical equipment or computer programs.

JOB RELATED SKILLS & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Personnel policies and procedures relating to recruitment, selection, benefit administration, compensation, human resources information systems, and related areas.
- English usage, grammar, spelling and punctuation.
- Modern office procedures, methods and computer equipment.

Ability to:

- Plan, coordinate, and organize work to meet deadlines.
- Compose routine correspondence demonstrating good English skills in spelling, vocabulary, grammar and punctuation.

- Communicate clearly and concisely both orally and in writing.
- Understand, interpret, and apply rules, regulations and memoranda of understanding.
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Operate standard office machines including personal computer, and calculator.
- Prepare and maintain accurate and complete records and reports.

EXPERIENCE AND EDUCATION

- Two years of increasingly responsible clerical or account clerical experience, preferably in a human resources environment.
- Equivalent to a high school diploma. Additional specialized training in public administration, human resources management, business administration or a related field is desirable.

HOW TO APPLY

Interested candidates should submit an official City of San Mateo employment application online at www.calopps.org.

For additional information, contact Senior HR Analyst Lourdes Coles at lcoles@cityofsanmateo.org.

This position is considered part-time and offers no benefits.

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.