



We invite applications for the position of:
**SENIOR HUMAN RESOURCES ANALYST -
EMPLOYEE BENEFITS**
\$10,236.89 - \$12,212.36 MONTHLY SALARY

**The City of San Mateo Human Resources Department is seeking a
Senior Human Resources Analyst - Employee Benefits**

The Department

The Human Resources Department currently has an opening for the position of Senior Human Resources Analyst. This position has responsibility for administering the City's Employee Benefit Programs (including Medical, Dental, and Vision insurance, Flexible Spending Accounts, Deferred Compensation and CalPERS retirement plans, Retiree Health Savings Accounts (RHSA), Employee Assistance Program (EAP), Bilingual Program, Life and Basic AD&D, and Voluntary Supplemental Life.); overseeing open enrollment processes; analyzing benefit plans for cost effectiveness and optimization; ensuring compliance with legal mandates and policies; writing benefit policies; serving as liaison between brokers, providers, and the City; educating employees regarding benefits; managing employee leaves; and other Human Resources duties as assigned. In addition, the position also assists in the administration of the Human Resources Department and provides technical assistance on complex and sensitive issues. This position reports directly to the Deputy Director of Human Resources.

The Position

The Senior Human Resources Analyst will oversee employee benefits programs, including but not limited to: health and dental programs, wellness programs, leaves administration, retirement plans, etc. This position will work with benefits program vendors, including RFPs, contract development and administration etc. Some additional duties may also include the following:

- Participate in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.
- Compile and analyze data and make recommendations regarding human resources programs and systems
- Assist in the development and implementation of related policies
- Participate in the preparation and administration of assigned budgets; maintain and monitor appropriate budgeting and expenditure controls.
- 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.
- Oversee, coordinate, and monitor human resources information systems, procedures, and processes including accounts payables.
- Monitor legislation and analyze proposed legislation to determine impact on human resources operations and programs.
- Serve as a 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.
- Attend meetings as a representative for the Human Resources Department; prepare, administer, and monitor programs.

Knowledge and Abilities

The ideal candidate will possess some of the following knowledge and abilities:

- Knowledge of Public Sector Human Resources programs, with an emphasis on benefits administration; employee leave management; excellent communication, interpersonal and management skills; applicable legal requirements; principles concerning effective human resource and fiscal management; and principles and practices of effective teambuilding.
- Ability to work effectively within an organizational team environment; provide effective and pro-active customer service; direct and perform complex human resources work; effectively supervise staff; develop and evaluate human

resources programs; conduct research and prepare complete and accurate analysis, reports and recommendations on benefits issues; encourage and maintain cooperative working relationships; speak effectively before individuals and group; acquire a thorough knowledge of Department and City policies, programs, and regulations; and prepare and administer program budgets.

Minimum Qualifications

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 seven years of increasingly responsible Human Resources experience.
- The equivalent of a Bachelor's degree from an accredited college or university with major course work in public administration, human resources management, or a related field.
- Possession of, or ability to obtain, a valid California driver's license.

Benefits

- **Salary:** \$10,236.89 - \$12,212.36/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 8.34% to CalPERS and New members contribute 7.50% to CalPERS
- Participation in the Social Security Program
- City contribution of 1.5% of base salary to a 457 Deferred Compensation Plan, and a 1.0% match to the Employee's voluntary contribution.
- The City contributes 0.25% of base salary to a Retiree Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation
- Credit Union Membership
- Bilingual Differential \$195 monthly (if applicable)
- Employees receive a housing allowance of \$200 per month.
- For more information please refer to the Management Association [Benefits Summary](#) effective January 2022.
- This classification is represented by the San Mateo Management Association

Apply

Submit an online application, résumé (*required*), 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 on **March 16, 2026**

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; **a in-person oral panel interview is tentatively scheduled for the week of April 6, 2026.**

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 – February 23, 2026

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
Senior Human Resources Analyst**

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. Describe your professional experience across the following human resources functional areas, listing them in order from your most experience to least experience:

- **Employee and Labor Relations**
- **Recruitment and Retention**
- **Classification and Compensation**
- **Organizational Development**
- **Benefits Administration**
- **Performance Management**
- **Employee Recognition Programs**
- **Disability and Leave Programs**
- **Safety**
- **Regulatory Compliance**

In your response, please:

- Identify the organization(s), your job title(s), and dates of employment where you gained this experience.
- Clearly indicate which functional areas you directly administered versus those you supported.
- Explain your role in advising employees and supervisors.

2. Describe your experience administering comprehensive employee benefit programs, including CalPERS retirement and health benefits.

In your response, please include:

- The organization(s), your job title(s), and dates of employment.
- Your level of responsibility (administration, oversight, policy development, analysis, etc.).
- Your experience working with brokers, carriers, payroll, and/or finance staff.

3. Describe a time when you identified a benefits-related issue or concern within your

organization.

In your response, please include:

- The organization, your job title, and dates of employment.
- How the issue was identified (e.g., audit findings, employee complaint, claims analysis, compliance review).
- The analysis you conducted.
- Any legal or regulatory considerations involved.
- The stakeholders you collaborated with (e.g., broker, carrier, payroll, leadership).
- The measurable impact or resolution achieved.