



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 7

Section Name: {{section.name}}

Account Number: 10-1311

File ID: {{item.tracking_number}}

TO: City Council

FROM: Alex Khojikian, City Manager

PREPARED BY: Human Resources Department

MEETING DATE: April 21, 2025

SUBJECT:

Human Resources Department Classification Updates, Reallocation, and New Position – Approval

RECOMMENDATION:

Adopt a Resolution to approve the 1) job specification revisions for the Deputy Human Resources Director classification; and 2) reallocate the Human Resources Manager position to the revised Deputy Director of Human Resources position.

BACKGROUND:

The current vacant status of the Human Resources (“HR”) Manager position in the Human Resources Department (“Department”) has created an opportunity to assess and restructure the Department to maximize resources and meet its current and future organizational needs.

Deputy Director of HR

The Deputy Director of HR classification was approved by the City Council in 2004; however, the position was eliminated on November 15, 2021. As a result, there has been a lack of day-to-day coordination and support in policy and program development in the Department. The Deputy Director of HR will assist in the administration, planning, and coordination of the operations of major functional areas in the HR Department, including continuous improvement, negotiations, and day-to-day supervision. Furthermore, this position will assist the HR Director in performing high-level administrative management functions creating capacity to support organizational development and help develop a strong work culture of engagement, collaboration, and continuous development. This is essential for fostering professional growth, improving workplace morale and retention, and enhancing overall performance. The job classification for the Deputy Director of HR has been updated to reflect the current duties and responsibilities (Attachment 1 - Exhibit A).

Based on the needs assessment conducted in late 2024, the HR Department will be prioritizing and implementing recommendations to enhance HR services and programs. These recommendations fall under the following three (3) categories: (1) structure and staffing, (2) program evaluation and implementation, and (3) policies and procedures. These recommendations include modernizing practices, streamlining processes, and developing HR programs, policies, and procedures in alignment with the goals and initiatives of the City of San Mateo. The Deputy Director of HR will assist with the evaluation and implementation of these recommendations and initiatives.

To ensure these recommendations are implemented successfully, it is essential for the HR Department to have the appropriate organizational structure and staffing levels. These recommendations, if carried out effectively, will have a far-reaching positive impact on the City of San Mateo, benefiting both the workforce and the community we serve.

To support the transformation of the Department, the City Manager recommends: 1) updating the job specification for the Deputy Director of HR, and 2) reallocating the HR Manager (job code 2108) position to Deputy Director of HR (job code 2099) position.

BUDGET IMPACT:

The reallocation of the HR Manager position to the updated Deputy Director of HR position will result in an annual increase to the General Fund of approximately \$82,000. The FY 24-25 operating budget can absorb the increase for this fiscal year and the Deputy Director of HR position will be incorporated into future budgets.

ENVIRONMENTAL DETERMINATION:

These classification updates are not subject to CEQA, because they will not cause a physical change in the environment. (CEQA Guidelines Section 15378(b)(4).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Exhibit A – Job Specification

Exhibit B – Merit Salary Schedule

Att 2 – Job Specification with Tracked Changes

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