



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 13

Section Name: {{section.name}}

Account Number: 10-2311

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**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Human Resources Department  
**MEETING DATE:** September 3, 2024  
**SUBJECT:**  
Human Resources Department - Classification Updates

### RECOMMENDATION:

Adopt a Resolution to approve the 1) new classification of Human Resources Manager, 2) the job specification and salary range for the classification of Human Resources Manager, and 3) the reallocation of the Senior Human Resources Analyst position to a Human Resources Manager.

### BACKGROUND:

Since the inception of San Mateo Consolidated Fire Department (SMC) in January 2019, they have contracted with the City of San Mateo for Human Resources and Finance services. To fulfill Human Resources (HR) needs, a Senior Human Resources Analyst has been the dedicated on-site resource, providing professional level support to the Fire Chief and HR generalist services to all SMC personnel. Over the past year it has been realized that services necessary and provided are at a higher level than the current Analyst position. The Senior Human Resources Analyst specification does not fully describe the incumbent's duties related to operating with considerable independence, and developing and implementing goals, objectives, policies, and priorities related to Human Resources for SMC.

After a review of job descriptions from other fire departments and similar in size local agencies, it is recommended that the City of San Mateo adopt a new classification of Human Resources Manager and reallocate the Senior Human Resources Analyst to Human Resources Manager to appropriately reflect the full scope of the actual duties and responsibilities of the position. It is recommended that the monthly salary range for the classification of Human Resources Manager be set at \$12,242.30 – \$14,599.59.

### BUDGET IMPACT:

The reallocation of the Senior Human Resources Analyst to Human Resources Manager position is estimated to have a cost of \$50,000 for fiscal year 2024-25. The Human Resources Manager position will then be built into any future budgets. This position is paid for by SMC.

### ENVIRONMENTAL DETERMINATION:

These classification updates are exempt from CEQA review because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

### NOTICE PROVIDED

All meeting noticing requirements were met.

### ATTACHMENTS

Att 1 – Proposed Resolution

Exhibit A – Job Specification

Exhibit B – Merit Salary Schedule

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