



COUNTY OF SAN MATEO

HUMAN RESOURCES DEPARTMENT

CIVICS 101

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DIRECTOR

XIMENA BURNS

INTERIM TALENT ACQUISITION
MANAGER

OCTOBER 30, 2024



OUR WORKFORCE AT A GLANCE



6,000+ EMPLOYEES

85% GEN X & Y

9.8 AVERAGE YEARS OF SERVICE

73% PEOPLE OF COLOR

13% VACANCY RATE

10% TURNOVER RATE



63% FEMALE



56% SMC RESIDENTS

OUR FOCUS

PEOPLE SUCCESS



OUR STRATEGY

- Equity & Innovation
- Awareness & Attraction
- People Experience & Culture
- Employee Growth & Enablement



Employee Wellness Walks With
Mike Callagy

OUR SERVICES

Talent Acquisition

Employee & Labor
Relations

Equal Employment
Opportunity

Administration/HR
Info Management

Employee Benefits
& Wellness

Learning &
Development

Organizational
Development

Risk Management /
Mail Services

Commissions

- Civil Service Commission
- Domestic Violence Council
- Commission on the Status of Women
- LGBTQIA+ Commission

ADVANCING EQUITY



ATTRACTING GREAT EMPLOYEES

- Employer Brand Marketing & Social Engagement
- Workforce Partnerships
- Hiring Incentives
- Process Innovations
- Community Outreach



CREATING A POSITIVE EMPLOYEE EXPERIENCE & CULTURE

- Employee Wellbeing
- Employee Engagement



PROMOTING EMPLOYEE GROWTH AND CAREER OPPORTUNITIES

- Development Programs at all Levels
- Career Coaching & Pathways
- Skills Development



GREAT DAYS AT WORK!



CARE



Innovation



Employee Wellbeing



Employee
Development / Career
Opportunities



Service/ Performance



Collaboration

A recruitment banner for the County of San Mateo. At the top left is the County of San Mateo seal. To its right, the text reads "COUNTY OF SAN MATEO" in blue, with "WORK WITH PURPOSE" in green below it. The main headline "JOIN OUR TEAM" is in large, bold, blue letters. Below this, it says "The County of San Mateo is Now Hiring!". In the center is a photograph of seven diverse employees in various professional roles, including healthcare and law enforcement. At the bottom, a blue bar contains the text "Apply online at jobs.smcgov.org" in white.

COUNTY OF SAN MATEO
WORK WITH PURPOSE

JOIN OUR TEAM

The County of San Mateo is Now Hiring!

Apply online at jobs.smcgov.org

APPLYING FOR COUNTY CAREERS

KEY THINGS TO KNOW

TYPES OF COUNTY POSITIONS

Regular

- Permanent assignment
- Must go through a competitive selection process
- Full Benefits with defined pension

Limited Term

- Six month to three-year assignment
- Project based work
- Full Benefits and a contribution retirement plan

Extra Help

- Short-term assignment
- Hours worked do not exceed 1040 hours in FY
- Hourly salary with Health benefits if work 30 hours + per week

Other opportunities: Internships, Fellowships, Contractors & Volunteers

WE HAVE A MERIT SYSTEM

We recruit and hire employees on the basis of merit or ability to perform the job.

The process is fair and equitable, so everyone has an opportunity to compete for a position.

We conduct several types of exams to find the most qualified candidates.

The “Interview” is our most common exam.



WORK WITH PURPOSE

COUNTY OF SAN MATEO



128 jobs found



Sort

Filter

[Administrative Assistant I – Limited Term \(Open\)](#)

San Mateo, CA

Limited Term - \$6,368.27 - \$7,961.20 Monthly

Category: Administration / Environmental Services / Health Services / Project Management / Office and Administrative Support

Department: Environmental Health Services

San Mateo County Health is seeking a well-qualified individual for the position of Administrative Assistant I – Limited Term . The current vacancy is limited term in the Environmental Health Services Division. This position is currently located in San Mateo, CA. Primary responsibilities will include: Processing invoices (initial review for main i...



Posted more than 30 days ago

[Administrative Assistant II \(Open and Promotional\)](#)

County of San Mateo, CA

Regular - \$86,819.20 - \$108,555.20 Annually

Category: Administration / Customer Service / Office and Administrative Support

Department: Assessor-County Clerk-Recorder

Join us in shaping the future of San Mateo County! The Assessor-County Clerk-Recorder & Elections Office is dedicated to achieving a better future for the County and its communities. The Assessor-County Clerk-Recorder & Elections Office is seeking well-qualified candidates for the position of Administrative Assistant II . Under direction, in t...

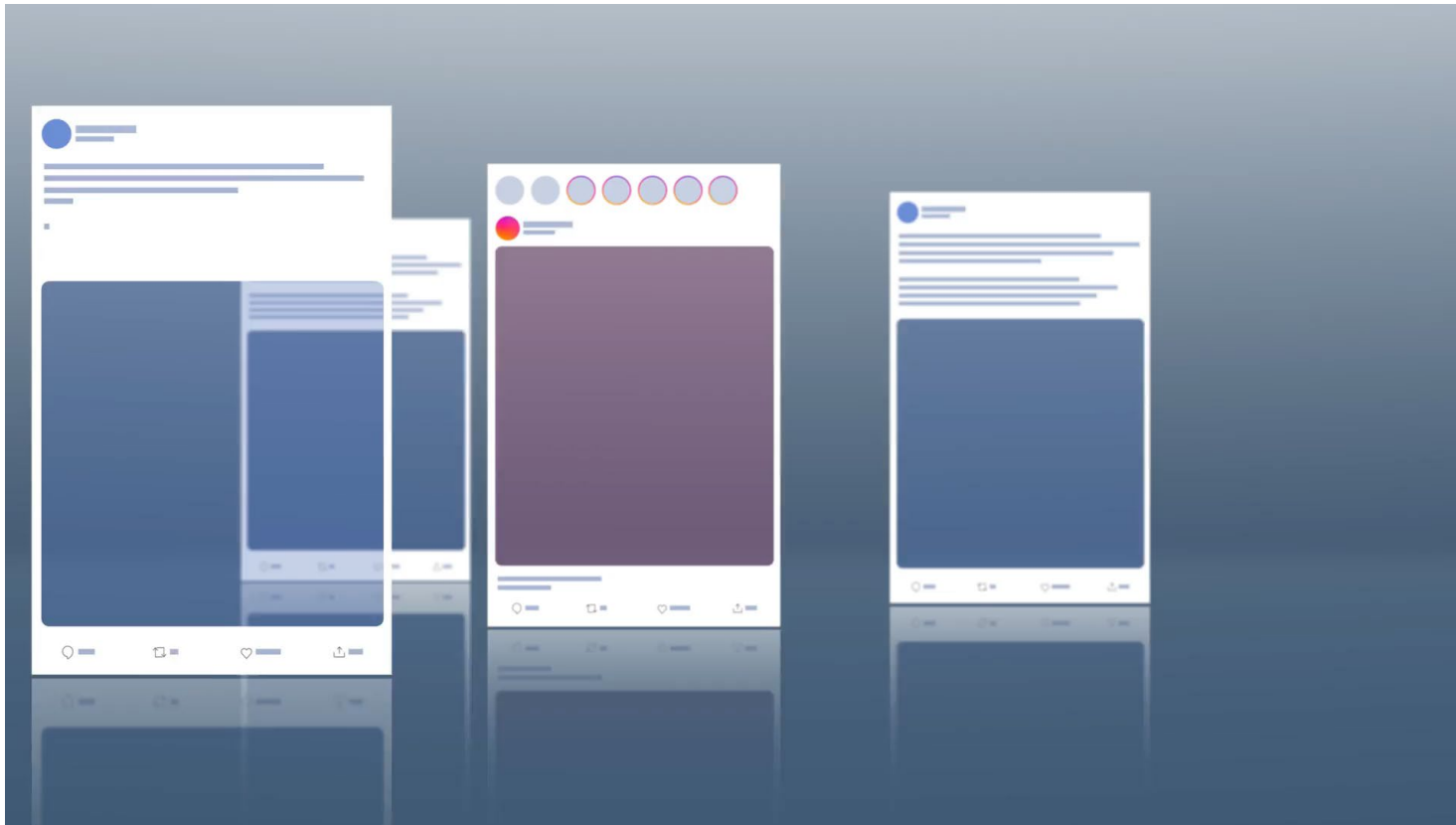


Posted 2 weeks ago | Closes in 4 days



Apply Here!

EMAIL NOTIFICATIONS



**SIGN UP TO
RECEIVE EMAIL
NOTIFICATIONS
WHEN NEW JOBS
OPEN**

Notification for Job Category

Notification for Specific Job Title(s)

RECRUITMENT AND SELECTION RESOURCES



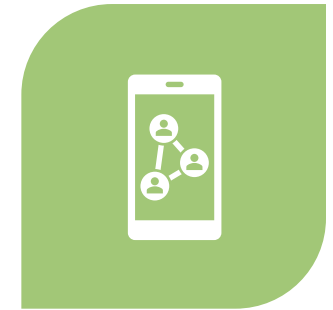
INFORMATIONAL SESSIONS



CONNECT WITH A
RECRUITER



HR – TALENT ACQUISITION
WEBSITE



SOCIAL MEDIA PLATFORMS



WE ARE COMMITTED TO PUBLIC SERVICE

Working for the County of San Mateo means a purpose-driven career dedicated to community support, equity, and positive change.

With a commitment to professional growth, wellness, and meaningful work, the County offers you the chance to work with purpose every day.

CONNECT WITH US!



JOB LISTINGS



LINKEDIN



FACEBOOK



INSTAGRAM





COUNTY OF SAN MATEO
HUMAN RESOURCES DEPARTMENT

THANK YOU!
QUESTIONS?