

Human Resources Department Service Directory

Administration

If you have questions about the following please contact: human.resources@smgov.net

Contact Information Change

End of Probation

Evaluation

Jury Duty

Non-income related Employment Verifications

Outside Activity

Pre-employment

Requests: 'Out of Class" Pay, Pay for Training, Time Off for Business Assoc., Temporary Upgrade Pay

Step Progression

Tuition/Training Reimbursement

Sick Leave/Vacation Cashout

Disability

Benefits

If you have questions about the following please contact: benefits@smgov.net

Onboarding

EAP

Billing

Benefits Enrollment

Cash in Lieu

COBRA

Life Insurance

Deferred Compensation

Pre-employment Physical

Public Emp. Benefit Trust of CA

Retirement

Educational Incentive

Employee Classification & Recruitment

Contact the HR Analyst assigned to your department:

Big Blue Bus, Finance, Library, Office of Communications

rosie.cruz@smgov.net

City Manager's Office, Human Resources, City Attorney Office, Police, Records & Elections

merle.wynn@smgov.net

Fire, Community Services, Community Development

mia.engel@smgov.net

Information Systems, Public Works, Rent Control

rebecca.ortiz@smgov.net

Background Requests

Aaron.harris@smgov.net

Bilingual Bonus/Skill Pay

Classification/Compensation Study Requests

Conditional Offer of Employment

PAF & Most Appropriate in Admin

Higher Class Pay Memos

Interns

Rater Requests

Recruitment Certification/Justifications

Recruitment Planning Record

Status of applications, interviews, testing

Transfer Requests

Labor & Employee Relations

Contact the team assigned to your department:

Community Services, Records & Elections, Finance, Information Systems, Police, Public Works:

sarah.rebendorf@smgov.net & Inshirah.Mabson@smgov.net

Big Blue Bus, City Manager, Fire, Community Development, Library, Rent Control:

Erica.Renke@smgov.net & Doris.Mejia@smgov.net

Employee Relations/Performance Management

Labor Relations

Negotiations with Bargaining Units

Employee Concerns/Complaints/Investigations
MOU Grievances
EDD Disability Insurance
EDD Unemployment Insurance Claims and Appeals
Discipline
MOU Consultation with Management
FMLA/CFRA
Skelly Meeting
Leave of Absence Management
Interactive Process
DFEH/FEHA Charges
Legal Correspondence
Class/Comp Surveys to Employment
Draft Policies and Procedures
Division-specific Trainings
Work Status Reports/Medical Notes
Drug/Alcohol Testing

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