

County of San Mateo Management Fellows Program

--Recommended Guidelines--

Goals

The Management Fellowship Program provides the County of San Mateo an opportunity to hire a Master's graduate to work in one of our departments as a Management Fellow for up to two to three years. The goal of the program is to attract some of the best talent into local government careers and build our talent pipeline. The Management Fellowship Program also allows departments to take on complex and meaningful projects for which they do not have sufficient staffing resources.

To make this program successful, here are some guidelines to consider:

1. Length of Fellowship

A two-year commitment is recommended at a minimum rather than just one year to make the Fellowship more impactful both for the Agency and the Fellow. The feedback we have received is that a one-year program does not give Fellows the time to immerse in the organizational culture and/or provide enough time to make an impression. It also forces them to look for another job after a few months into the Fellowship.

2. Professional Development Opportunities

Please make sure you support your Fellow by sending them to professional development opportunities such as regional learning forums or other professional education activities (for example, the annual conference of MMANC or ICMA), as these are critical to their development.

3. Salary/Benefits

Fellows earn a salary of (\$35.02 - \$43.26/hour) or (\$72,842 - \$89,980/year). Fellows are classified as Limited Term employees and will receive the same benefits which include: PTO, sick time, paid holidays, and a defined contribution retirement plan.

4. Coaching

To provide a one-to-one coaching element to the Management Fellowship Program, each Fellow will be required to obtain a career coach. This should be someone outside the Fellow's department. Fellows have the option to find a coach on their own or can ask for help to find one. The Fellow's manager and coach will attend an orientation/training held at the beginning of the program year. Attending the orientation/training session is a requirement for serving as a coach. Coaches will meet with their designated Fellows for at least four (4) sessions.

5. Planning

Please consider posting your position by February/March 2020. Please contact Chaten Berry from the HR Department to help assist with getting the process started and job announcement posted. We aim to have Management Fellows hired by July 1, 2020. **Once you make a hire, please inform Chaten Berry so that your Fellow can be added to the new 2020 Cohort.**

6. Program Support

For questions about the Fellowship Program, please visit:
<https://hr.smcgov.org/san-mateo-county-fellowship-program>
or contact:

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