



COUNTY OF SAN DIEGO  
HUMAN RESOURCES

# Group Program Manager ~ Equity, Diversity and Inclusion

**Department of Human Resources**

Anticipated Hiring Range: \$135,000 - \$140,000 Annually

*Excellent Benefits Package*

[SanDiegoCounty.gov](http://SanDiegoCounty.gov)



# The Position

The Department of Human Resources - Equity, Diversity and Inclusion Division is seeking human-centered, systems-minded Group Program Managers (GPMs) to lead countywide efforts that strengthen how employees experience the organization. GPMs partner across all departments to improve communication, streamline processes, and build accessible, people-friendly practices that support belonging, clarity, and connection. They work independently and collaboratively to design solutions, facilitate alignment, and make employee-facing tools and programs easier to understand and navigate.

This role will excel at guiding ideas, as well as advancing initiatives through influence, collaboration, and strong partnerships.

## Key Responsibilities

**Across the division's programs, projects, and initiatives, all GPMs are expected to:**

- Lead and coordinate organizational projects that strengthen employee experience and cross-department collaboration.
- Guide planning, goal setting, and evaluation to support program growth and impact.
- Design and refine processes and resources using human-centered, accessible, and universal design principles.
- Create clear, user-friendly communication and materials that help employees learn and apply information.
- Facilitate meetings, workshops, and learning experiences using adult learning principles.
- Build strong, trust-based relationships to advance work without positional authority.
- Use insights, feedback, and data to recommend improvements and support change adoption.

A typical week may include facilitating cross-department workgroups, improving onboarding or communication processes, refining employee-facing tools, supporting mentorship or early-career programs, reviewing employee feedback, partnering with HR, training, and communications teams, or creating guidance and templates that make work easier and more consistent. GPMs help create clarity, consistency, and connection across the organization, making the workplace more accessible, supportive, and people-centered.



# The Ideal Candidate

The ideal candidate is a human-centered systems thinker who is energized by building equitable, accessible, and people friendly processes and programs at scale. This role leads through ideas, relationships, and facilitation to move complex work forward independently and collaboratively.

## **This person:**

- Designs programs and processes with people in mind, ensuring they are clear, fair, and accessible to everyone.
- Thrives in collaboration and builds the strong relationships required to lead work without positional authority.
- Looks for better ways to do work by simplifying steps, improving processes, and creating sustainable, repeatable solutions.
- Can take detailed or complex information and explain it in a clear, simple way that helps others make informed decisions.
- Understands how adults learn and can design or facilitate experiences—meetings, workshops, sessions—that help employees understand and apply new ideas.
- Is comfortable leading large, important, or high visibility projects that require accuracy, consistency, and alignment with rules and standards.
- Excels at navigating ambiguity, working independently, and creating clarity where structure is still emerging.
- Brings curiosity, empathy, and innovation to how programs are built, communicated, and experienced by employees.

**The strongest candidates bring experience working across large organizations to move people-focused projects forward. Candidates who stand out often/will have:**

- Experience leading multi-department or enterprise-level efforts and aligning partners with different priorities.
- Experience designing or redesigning programs that improved clarity, access, or usability for employees.
- Experience using data, feedback, or evaluation tools to recommend changes with clear results.
- Ability to turn complex or policy-heavy information into plain-spoken tools or guidance.
- Experience helping departments adopt new processes or tools.
- Experience facilitating large or cross-functional workshops or learning sessions.
- Success creating structure in early-stage or ambiguous work.
- Experience navigating public-sector or highly regulated environments.



The County of San Diego is committed to **valuing diversity** and **practicing inclusion** because our **diverse workforce** is our **greatest asset** and our customers are our number one priority.

Department of Human Resources

# The Department

The Department of Human Resources (DHR), provides strategic leadership and comprehensive support to cultivate a skilled, diverse, and high-performing workforce. With 137 budgeted positions and an annual budget of approximately \$33.5 million, the Department also oversees internal funds related to the County's risk insurance programs. Core functions include recruitment, classification and compensation, labor relations, talent development, diversity, equity and HRIS and risk management. Human Resources and the Office of Ethics and Compliance work collaboratively to promote accountability and integrity across the organization. The Department also manages "Jays Program," a specialized internship initiative that provides individuals with disabilities meaningful opportunities to work with the County. In addition, HR administers a biannual employee engagement survey, with each department head developing an action plan to enhance employee experience and organizational effectiveness.

The Equity, Diversity and Inclusion Division leads countywide efforts to strengthen how employees experience the organization. Guided by the Chief People Officer, the division focuses on building a workplace rooted in belonging, connection, accessibility, and clear communication. The division supports initiatives that make programs easier to navigate, improve the usability of employee facing tools, enhance engagement, and promote equitable, people centered practices across all departments.

The division includes two Group Program Managers and a Senior HR Analyst who partner with departments to streamline processes, advance inclusive and human centered design, and support cultural alignment through consistent resources, feedback loops, and collaborative problem-solving. Together, the Culture and Engagement team will help support the clarity, consistency, and connection employees need to thrive.

## Minimum Qualifications

Three (3) years of experience which demonstrate the ability to perform the essential functions of the classification AND a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency, OR a combination of education and/or experience as stated above.

**Note:** A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.

## Salary & Benefits

The anticipated hiring range is \$135,000 to \$140,000 annually. Salary reviews are performance-based and goal-oriented.

### Benefits include:

- 15 days of paid vacation, 12 paid holidays, 2 paid floating holidays, 13 days of paid sick leave, 10 days of paid executive time-off, and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website of the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457(b) and 401(a) plans





# How To Apply

## Application Process And Recruitment Schedule

1. Complete the online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr).
2. Select the current job posting link: **26031805UEDI**
3. Attach your resume at the Attachment step of the application.
4. Attach a copy of your degree, transcripts, or certified foreign equivalency.

### Key Dates:

- Resume Review: Week of June 17<sup>th</sup>
- Interviews: Week of June 24<sup>th</sup>
- Anticipated Start Date: Month of August 2026

## Special Notes

The Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age, and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

Please make sure to update the Work History in your application profile to match your resume. Hiring managers will only receive the redacted application (without resumes) to determine which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.

## Contact Information

You may direct any questions regarding the application or selection process to Bryan Faircloth, Executive Recruiter at [Bryan.Faircloth@sdcounty.ca.gov](mailto:Bryan.Faircloth@sdcounty.ca.gov).



COUNTY OF  
**SAN DIEGO**

*You Belong Here!*

