

# City of San Jose

## Admin, Policy and Intergovernmental Relations

**Population:**

997,368 (No. 12)

**Govt Employees:**

6,600

**Address:**

200 E. Santa Clara St.  
San Jose, Ca 95113

**Phone:**

(408) 535-3500

**Email:****Capabilities Statement:**

[Link](#)

**Cage Code:**

644Y5

**UEI Number:**

CRZ1A1JTLQB6

**DUNS#**

12-474-2474

**Site:**

<https://www.sanjoseca.gov/your-government/departments-offices/office-of-the-city-manager/administration-policy-and-intergovernmental-relations>

**Mission:**

The Mission of the City of San José is to provide quality public services, facilities and opportunities that create, sustain, and enhance a safe, livable, and vibrant community for its diverse residents, businesses, and visitors.

**Contacts and Stakeholders Information:**

Director – Sarah Zarate

Administration – Edwin Huertas

Agenda Services – Rachelle Blattman

Intergovernmental Relations – Steve Stamos, Nicholas Ochoa

Public Policy – Peter Hamilton, Kailyn Kenney, Erik Jensen

Special Projects – Kristina McCaffrey (Customer Service)

**Actsoft Workforce Manager for Gov:**

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized