

CITY OF VALLEJO, CA



INVITES YOUR INTEREST IN
THE POSITION OF

**ASSISTANT
HUMAN RESOURCES
DIRECTOR**



THE DEPARTMENT

Human Resources works collaboratively with all City departments to provide leadership in the recruitment, retention and development of a highly qualified and diverse work force. The City of Vallejo is an equal opportunity employer of over 500 individuals, dedicated to providing excellent service to the citizens of Vallejo.

The Human Resources Department provides a full-range of services including: Administration, Employee Benefits, Employee/Labor Relations, Recruitment, Classification & Compensation, and Training & Organizational Development.

THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 151 year history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.



CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2019-2020 total budget of over \$239 million, with a General Fund of approximately \$110 million. The City has an authorized staff of 600 FTEs employed in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

Vallejo City Council has adopted the following goals and priorities:

- Ensure financial stability of City government
- Support the safety and well-being of our community
- Promote robust economic development
- Invest in, sustain and plan future infrastructure
- Provide for organizational stability and efficient government



THE POSITION

The Assistant Human Resources Director will provide leadership and support to the Employee Labor Relations division which currently consists of one Personnel Analyst, and will be assigned an additional division in the Human Resources Department, such as recruitment, retention, classification and compensation, benefits, or administration, based on a combination of the incumbent's preference and qualifications.

The incumbent in this position will champion positive employee relations, encourage teamwork, and foster employee engagement. They will ensure consistent application of collective bargaining agreements and agreed upon labor relations philosophy. The position will provide ongoing coaching and counseling to help managers proactively manage employee performance and will confer with department representatives on disciplinary actions, perform administrative investigations, investigate and prepare findings for employment grievances which allege violations of the labor contracts, employment laws and other employee policies, procedures or guidelines.

This position will be responsible for developing goals, objectives, and performance measures to manage assigned programs and assess the effectiveness of program administration as well as the quality of services provided.

This position will also establish strong relationships with formal and informal leaders in the City to promote open communication, build strong relationships, and drive innovation. They will lead by example with keen business and political acumen and will provide confident council to the Director of Human Resources. They will analyze and present data driven solutions to department leadership teams to challenge the status quo, drive change, and enhance organizational performance.

THE IDEAL CANDIDATE

The ideal candidate for this position will be a dynamic, organized, self-starter. They will be an innovative and creative problem solver that embraces the existing culture of collaboration and teamwork.

They will have extensive knowledge of public sector employee relations and the practices, techniques, and requirements of the Meyers-Millias-Brown Act as it pertains to the scope of bargaining.

This position will require excellent communication skills, both written and verbal with the ability to communicate concisely and effectively. They will have knowledge of pertinent federal, state, and local laws, codes and regulations that govern Human Resources and the ability to act in the absence of the Human Resources Director.

While not required, the incumbent in this position will ideally have at least five years of progressively responsible human resources management experience that includes two years of direct supervision and will possess a Bachelor's degree from an accredited college or university with major coursework in human resources, public or business administration or a related field.

TO APPLY

If you are interested in this outstanding opportunity, please visit the Employment Opportunities tab on the City of Vallejo Human Resource's page. To apply online please visit: <https://www.governmentjobs.com/careers/vallejo>

This position will close July 19, 2019.



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$159,213.47**.

BENEFITS

Some of our benefits include the following:

Retirement -The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPRA, the retirement formula is 2% at 62, with an employee contribution of 6.25%.

Deferred Compensation - The City offers voluntary 457 and 401A plans. The City will match up to 1% of salary.

Health Insurance - The City participates in the CalPERS Health Benefits Program, including Dental and Vision.

Vacation -10 working days (0-3 service years); 15 working days (3-9 years of service); 20 working days (9 -15 years of service); 25 working days (15+ years of service).

Administrative Leave– 80 hours of administrative leave per calendar year.

Holidays - 11 paid holidays.

Sick Leave - Accrual rate of one day for each full month of employment (eight hour day).

Life Insurance and AD&D -term life insurance and AD&D insurance at no-cost to the employee.

Flexible Spending Account (FSA) - Offered to employee and eligible family members