

Compensation and Benefits

The City of Vallejo offers a competitive compensation and benefits program. The salary range for the Assistant City Attorney I/II position is \$131,722.80-\$160,109.40 annually (pending salary review) DOQ. The City continues to evaluate its total compensation structure and it is possible that some of the current salary and benefits practices may change by the next fiscal year. The current benefits include:

- ◆ Retirement: The City participates in CalPERS with a 2.7% @ 55 formula for Classic Employees. City pays the employer share and the employee pays 9%. For employees covered under PEPR, retirement formula is 2% @ 62. City pays the employer share and employee pays 6.25% of salary.
- ◆ Social Security: The City participates in social security and pays the employer share of the contribution.
- ◆ Health Benefits: The City participates in the CalPERS Health Benefits Program and contributes \$128/month plus the difference between \$128 and up to 75% of the Kaiser Bay Area Rate at each level through an IRS Section 125 Cafeteria Plan. Employees who do not enroll in the plan are eligible to receive \$250/month in lieu of City paid medical insurance. The City pays for 100% of the premium for both dental and vision care.
- ◆ Deferred Plans: The City offers the following voluntary plans: 457; IRS 125; and PARS.
- ◆ Holidays: The City observes 13 paid holidays annually per year (including 2 floating holidays on a “use it or lose it” basis).
- ◆ Vacation: Employees accrue at the rate of 80 hours annually during the first four years of service. 85 hours annually for more than four years, 90 hours annually for more than 10 years, 95 hours annually for 20 years of service, and 98 hours annually for more than 26 years of service.
- ◆ Sick Leave: Employees accrue at the rate of 12 hours per month.
- ◆ Bereavement Leave: Up to 3 days.
- ◆ Employee Assistance Program, Long Term Disability and Life/AD&D Insurance plans are offered to employees in this bargaining unit.



The Process

To apply for this exceptional and unique career opportunity, please submit your cover letter, resume, current salary and contact information including email addresses. Include four work-related references on your online application (references will not be called until mutual interest is established and candidate has accepted a conditional offer of employment).

To apply candidates can complete an online application at:

http://www.ci.vallejo.ca.us/city_hall/departments_divisions/human_resources/employment_opportunities/

OR

Go to the City of Vallejo website; click on HR Department then click on “Employment Opportunities

”The final filing date for this recruitment is February 22, 2017 by 5:15pm.

If you have any questions regarding this position, please feel free to contact Robin Tilley at (707) 649-4852 or at robin.tilley@cityofvallejo.net or the main Human Resources Office line at (707) 648-4363.



The City of Vallejo

*invites your interest
for the position of*

Assistant City Attorney I/II



The Community

The City of Vallejo is located in Solano County and has a population of approximately 120,000. The City 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 200-year history and maritime heritage.

With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping and a wide selection of restaurants are all available in the City. Residents and visitors alike enjoy Vallejo's delightful historic downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business fronts. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. The City's Main Street Designation in 2000 and two historic districts are a reflection of the City's pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is in close proximity to the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, and 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Air travel is available through San Francisco, Oakland and Sacramento International Airports.

The Vallejo City Hall is set in a beautiful bay-front park. Also located at the bay-front park is the ferry terminal. The ferry provides direct access to San Francisco and is a model for transportation in the Bay Area. The City has a formal downtown waterfront development plan, which will ultimately transform the City's waterfront area into a transportation oriented multiple use area of shops, restaurants, office, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, and waterfront paradise and foothill vistas.

City Government

Vallejo is a full service, charter city with a FY2016-17 total budget of \$198 million. There are 548 authorized staff positions in the following areas: Administration (Finance, Human Resources, and Information Technology), Operations (Police, Fire and Public Works), Community and Economic Development, City Manager office and the City Attorney's office. The City 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.

The City has prepared a General Fund Five Year Business Plan and has adopted the following concepts to assure sustainability: (1) live within our means (five-year projection); (2) look to the future (prioritize); (3) stop deferring expenses (maintenance, capital); (4) establish emergency reserve (disasters or emergencies); and (5) use one time monies for one time expenditures (new equipment, unforeseen repairs).

The Position and Ideal Candidate Profiles

The City of Vallejo is recruiting for one position at this time: the Assistant City Attorney I/II position is primarily an advisory position with an emphasis in Planning and Economic Development.

Reporting to the City Attorney, the Assistant City Attorney (ACA) will act as staff to the Planning Commission, provide legal guidance and counsel to the City Council on economic development efforts, as well as support City staff regarding land use/ environmental law, economic development and transactional law. The City Attorney's Office currently has an approved FTE staff of twelve, including six attorneys responsible for providing a full range of legal representation for the City.

A key priority for this position is to effectively develop, maintain and manage positive work relationships with key stakeholders, including the community, city staff, appointed commission members and policy makers. This is especially important as many land use decisions and development projects experience a high level of community interest and discussion. The ACA must openly and clearly communicate, and have excellent judgment in evaluating the myriad of considerations involved in city and community decisions as the level and nature of interaction can be animated and controversial in nature.

Economic development is a key focus area for the City and this position will be instrumental in supporting a very active development environment. There are a number of agreements related to Mare Island, the waterfront and various areas within the City. The ACA must operate in a flexible, adaptive and nimble manner in addressing the various considerations associated with these efforts and ensure that community concerns and questions are addressed in a defensible, positive and forthright manner.

The selected Assistant City Attorney will possess the following:

- ◆ Five years of responsible professional experience in municipal law; a Juris Doctorate from an accredited law school and membership in the California State Bar.
- ◆ A strong background using and analyzing land use law, environmental regulations, and economic development; knowledge of, and experience with, pertinent Federal, State, and local laws, code and regulations, including the California Environmental Quality Act and the Brown Act.
- ◆ Excellent written and verbal communication skills; ability to negotiate agreements and prepare legal documents effectively, clearly and logically; conduct research on complex legal issues and prepare/present sound legal advice; interpret and apply legal principles and procedures.
- ◆ A strong work ethic, the ability to work independently, to set a good example and produce excellent results while adhering to deadlines.

Ideal Candidate Attributes:

- ◆ Flexible: Capable of handling multiple, shifting priorities and stakeholders in a competent, composed and focused manner.
- ◆ Problem-solver: Someone who provides effective legal counsel and advice, and can help facilitate getting issues addressed and solutions implemented.
- ◆ Collaborator: Works well with key players, stakeholders, and the community; works in partnership with and involves City staff in shaping plans and decisions.
- ◆ Ethical: Conducts self with high integrity and good judgment; engenders trust and credibility.
- ◆ Self-confident mediator: Someone who can listen, see and address all sides of an issue, stay positive, calm and composed under pressure, and stay issue-focused in representing the City's interests.