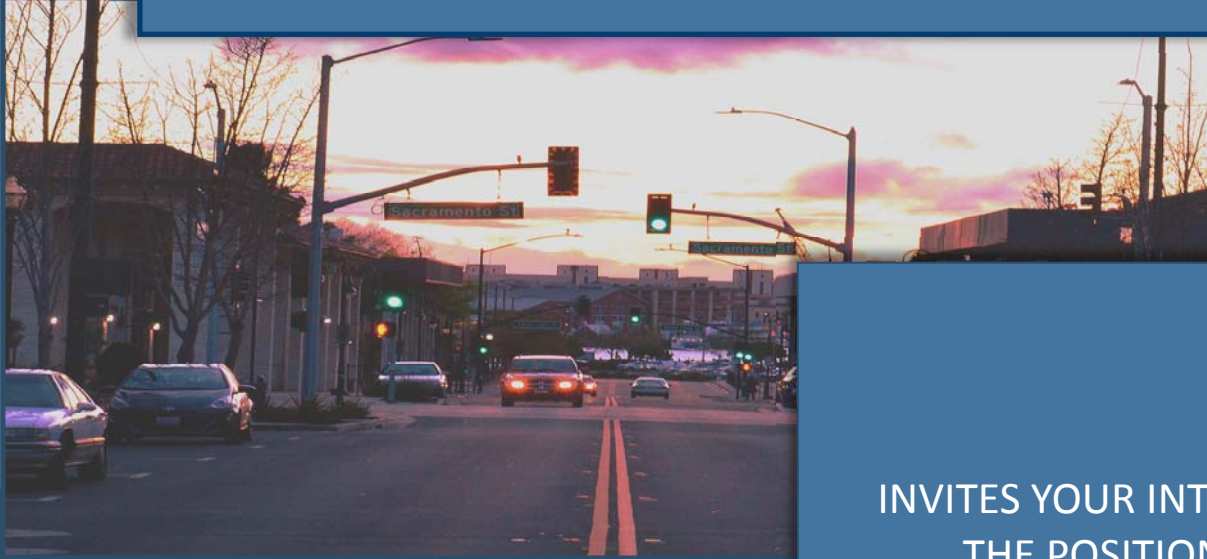


CITY OF VALLEJO, CA



INVITES YOUR INTEREST IN
THE POSITION OF

**EMPLOYEE
RELATIONS
MANAGER**



"Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foot hill vistas."



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 148-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, 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. Vallejo's Main Street Designation in 2000 and two historic districts reflect the City's pride in and emphasis on maintaining the character and heritage of Vallejo. Vallejo is near the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via 1-80 and 1-780, 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. Ferry service is available to San Francisco and air travel is available through San Francisco, Oakland and Sacramento International Airports. The Vallejo City Hall is set in a beautiful Bayfront park with the ferry terminal located nearby. The City has a formal downtown waterfront development plan, which will ultimately transform Vallejo's waterfront area into a transportation oriented mixed-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, waterfront paradise and foot hill vistas.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2018-19 total budget of over \$236.8 million, with a General Fund of approximately \$106.5 million. The City has an authorized staff of 580 FTEs employed in the following departments: Finance, Human Resources, Information Technology, Police, Fire, Public Works, Water, Community 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. The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability:

- Live within our means (five-year projection)
- Look to the future (prioritize)
- Do not defer expenses (maintenance, capital)
- Establish emergency reserve (disasters or emergencies)



THE POSITION

The new Employee Relations Manager will provide labor relations support to City Management by representing the City of Vallejo in grievances, arbitration, administrative hearings, labor actions, bargaining and meet and confer processes. They will advise managers and supervisors on employment and labor issues, and conduct training. The position will ensure consistent application of collective bargaining agreements and agreed upon labor relations philosophy. They will confer with department representatives on disciplinary actions, perform administrative investigations; investigate and prepare findings for employee grievances which allege violations of the labor contracts, employment laws and other employment policies, procedures or guidelines.

This position will also 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 employee/labor services provided.

Considerable use is made of analytical ability and sound personnel management principles to independently formulate effective solutions to issues in each area of responsibility. Decisions are made with discretion and confidentiality within overall program guidelines provided by the Director of Human Resources.

THE IDEAL CANDIDATE

The new Employee Relations Manager will be an energetic, self-motivated, dependable, results-oriented leader. An innovative and creative problem solver that embraces the existing culture of collaboration and teamwork. The position will require excellent communication skills, both written and verbal with the ability to communicate concisely and effectively and will have extensive knowledge of public sector employee relations.

The ideal candidate will have a minimum of five years of increasingly responsible professional human resources experience that has included extensive responsibility for planning and implementing labor and employee relations programs and will possess a Bachelor's degree from an accredited college or university with major course work in human resources, personnel administration, public administration, 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.

This position will be opened until filled with an initial review date of December 23, 2018. Interested applicants are encouraged to apply early.



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$124,414.70**.

BENEFITS

Benefits include, but are not limited to:

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 PEPR, the retirement formula is 2% at 62, with an employee contribution of 6.25%

Deferred Compensation - The City offers voluntary 457 and 401A plans.

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

Vacation -10 to 25 working days depending on years of service

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

* *The City of Vallejo is a Social Security participant*