

CITY OF VALLEJO, CA



INVITES YOUR INTEREST IN
THE POSITION OF

**TRAINING AND
ORGANIZATIONAL
DEVELOPMENT
MANAGER**

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.

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.



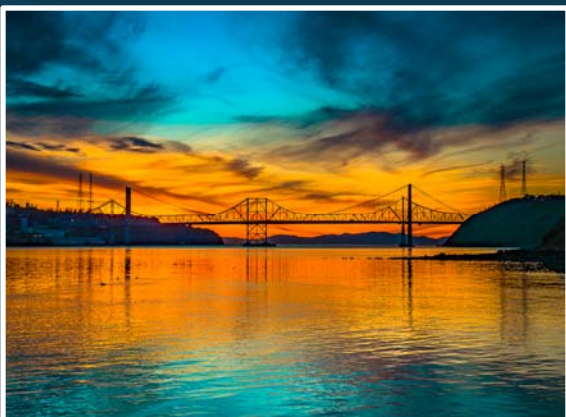
"Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foot hill vistas."



CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2018-19 total budget of over \$226.8 million, with a General Fund of approximately \$107 million. The City has an authorized staff of 580 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. 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 Training and Organizational Development Manager is a newly created position in the Human Resources Department and will have the exciting opportunity to design and implement our Training and Organizational Development program. This position is instrumental in creating sustainable organizational effectiveness by developing and implementing training initiatives to improve employee performance at all levels, including legally mandated and compliance training, performance management, diversity awareness, career development, leadership development, succession planning, change management, and more. The Training and Organizational Development Manager will work with other functional teams within HR, internal customers, business partners, and SMEs to understand the training needs, training content, system functionality, and culture of the City of Vallejo and will strategically align employee development with business needs at all levels of the organization.

The incumbent in this position will play an important role in the design and implementation of culture change efforts throughout the City. They will design and facilitate succession planning; provide consultation for leadership and management development; and consult and advise City departments and managers on issues related to improving organizational effectiveness. The Training and Organizational Development Manager will facilitate optimum utilization of resources aligning development methodologies with the City's overall vision and priorities.

THE IDEAL CANDIDATE

The ideal candidate for this position will have extensive experience in all facets of designing and managing training and organizational development programs (design, delivery, and measurement); managing internal client relationships with a broad spectrum of internal and external stakeholders; and experience with large-scale project management. They will be familiar with the operation and administration of learning management systems and should possess extensive knowledge of adult learning concepts, training and development theories and techniques, and organizational development techniques. They will have a proven track record of success implementing succession planning programs, employee recognition programs, and other development programs. They will possess strong written and verbal communication skills and will demonstrate initiative and problem-solving techniques. They will be excited by the opportunity to develop a program from its inception, comfortable with the fact that this is a position of one, and have the ability to coordinate resources through existing HR functional teams, as well as internal department personnel to assist with facilitating trainings and other organizational development programs.

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. Apply at: <https://www.governmentjobs.com/careers/vallejo>

This position will close April 24, 2019. Interested applicants are encouraged to apply early.



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$127,525.07**

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 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. 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.