



City of Vallejo is recruiting for an **Personnel Analyst II**

THE POSITION

The Personnel Analyst II is a generalist position responsible for a variety of professional, technical, and analytical work involved in the implementation of the City's Human Resources programs including recruitment, labor relations, classification, compensation, and training and organization development. This position will be a three (3) year limited term position.

ABOUT THE CITY OF VALLEJO

Vallejo boasts a wealth of culture, attractions and events from the popular theme park Six Flags Discovery Kingdom, to museums, parks, music venues, art galleries and theatres, to the bustle of our historic downtown with its waterfront, shopping, nightlife and restaurants. One of the great small cities of Northern California, Vallejo's residents, businesses and City Council are working together to help make Vallejo a safe and clean place to live, work and enjoy.

COMPENSATION:

Annual Salary: **\$79,783 to \$96,977** (plus benefits package)

DEADLINE TO APPLY:
August 29, 2014



EXAMPLES OF RESONSIBILITIES & DUTIES

- Participate in the operations and activities of the Human Resources Department; assist in recommending improvements and modifications; prepare various reports on operations and activities.
- Participate in a variety of studies; collect, monitor and analyze data; provide management level analysis of issues and actions relative to Human Resources services; assist in providing recommendations for improving the operational efficiency of the Human Resources Department.
- Assist in the implementation of procedures for the City's employment program; coordinate and participate in planning and conducting recruitments for all levels of City positions; perform job analysis, establish selection criteria, and select examination methods.
- Coordinate the labor relations program and assist in negotiations, mediations, arbitrations, grievances, and disciplinary meetings.
- Participate in the maintenance of the classification and compensation system including conducting compensation surveys and conducting classification audits.
- Plan, organize, conduct and evaluate training programs and services.



QUALIFICATIONS:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in personnel management, public or business administration, or a related field.
- Two years of professional human resources management experience preferably in a public sector agency.

BENEFITS

Retirement: Competitive retirement system with full reciprocity with the CalPERS. Optional 457 Deferred Compensation program.

Health Benefits: The City contributes 75% of the Kaiser Bay Area premium. Employees may elect to have this amount go towards the premium of several plan options offered.

Dental and Vision Insurance: The City contributes 100% of the premium for employee plus family dental coverage.

Life Insurance: The City provides a term life policy equal to \$40,000.

Holidays: The City observes 13 paid holidays annually.

Vacation & Sick Leave: Vacation is accrued initially at the rate of two weeks per year, with the rate increasing up to five weeks after 20 years of service. Sick leave is accrued at the rate of eight hours per month.

Flexible Spending Accounts: The City participates in Dependent Care Assistance and Medical Reimbursement programs.

Additional Benefits: EAP, Long-term disability and AD&D.

SELECTION PROCEDURE

All candidates must complete an application form and supplemental questionnaire, and provide a resume with cover letter summarizing your experience and interest in the position. Completed application packets will be reviewed and candidates considered best qualified will move forward in the recruitment. Candidates' background and qualifications will be further evaluated by a competitive assessment process that will include a phone screen, oral panel interview, and final interview. The City wishes to make a final hiring decision sometime in September 2014.

APPLY

To obtain an application and supplemental questionnaire, please visit www.koffassociates.com or contact Kathy Crotty by email or telephone at kcrotty@koffassociates.com or 510-658-5633. Please send your application, supplemental questionnaire, cover letter, and resume to Kathy Crotty at Koff & Associates, 6400 Hollis St., Suite 5, Emeryville, CA 94608 or email to kcrotty@koffassociates.com.

RECRUITMENT SCHEDULE

•**Recruitment Opens:** August 4, 2014

•**Apply By:** August 29, 2014

•**Tentative Interview Dates:** September 8-12, 2014

•**Start Date:** September 2014 (or as agreed)