



CITY OF VALLEJO

INVITES YOUR INTEREST IN THE POSITION OF
**EMPLOYEE AND LABOR RELATIONS
OFFICER**



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 122,000 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 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 2021-2022 total budget of over \$264 million, with a General Fund of approximately \$120 million. The City has an authorized staff of 681 FTEs 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 in districts, 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 Human Resources Department provides personnel management and labor relations support to all city departments. Human Resources recruits, retains and develops a highly qualified, diverse work force. The City of Vallejo is an equal opportunity employer of over 681 individuals, dedicated to providing excellent service to the citizens of Vallejo. The Human Resources Department is divided into the following teams: Administration, Employee Benefits, Employee & Labor Relations, Recruitment, Classification & Compensation, and Risk Management.

The Employee and Labor Relations Officer (ELRO) will report directly to the Human Resources Director and will coordinate, oversee, and represent the City in labor agreement negotiations and other meet and confer matters; establish and maintain effective working relationships with labor organizations; plan, organize and direct the City's employee-employer and labor relations programs, or other program areas as assigned; manage and supervise the work of assigned staff; and perform related work as required.

This position will provide the highest level of employee and labor relations expertise, to oversee and administer the City's Employee and Labor Relations Programs and Policies. Work is performed with a high degree of independent judgement and zealous initiative under the direction of the Human Resources Director and is expected to foster positive labor relations with the City's unions and other related organizations. The effective performance of the duties and responsibilities of this position requires a sophisticated strategist and savvy tactician who can maneuver through the complex landscape of public sector labor relations; an acute awareness of the machinations in operating within a highly visible, challenging and sometimes contentious environment; and use of good judgment in analyzing complex problems and in formulating important strategies and recommendations with far reaching consequences.

The incumbent in this position will perform duties that involve frequent contact with the City Council, City Manager, City Attorney, retained counsel, Department Heads, elected officials, and employee organization representatives. The emphasis of the position is on the City's employer-employee and labor relations program; however, other related Human Resources programs may be assigned.

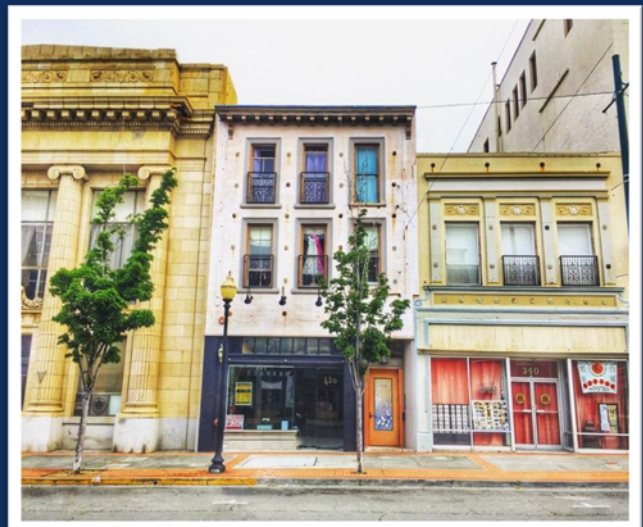
This position is designated as an "at will" classification.



THE IDEAL CANDIDATE

The new Employee and Labor Relations Officer will be a collaborative, effective communicator who is well-centered, thrives on complexity and an expert team builder whose counsel is respected by all stakeholders. The position will require excellent communication skills, both written and verbal with the ability to communicate concisely and effectively. Inspirational and influential coaching and counseling of Citywide leaders and assigned personnel is paramount with a passion for consistency and accountability.

The ideal candidate will have a minimum of four years of professional, public sector employee and labor relations experience; some supervisory experience is highly desirable, and will possess a Bachelor's degree from an accredited college or university with major course work in industrial relations, human resources, organizational psychology, public administration, psychology or a closely related field, or a Juris Doctorate. Current professional certification focusing on labor and employee relations (CLRM, CLRP) is desired.



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 7%
- Deferred Compensation: The City offers voluntary 457b plan and a 401a plan matching up to 1% of the employee's annual pay rate with the employee 457 contributions
- Health Insurance: The City participates in the CalPERS Health Benefits Program
- Dental: Delta Dental Plan of California (City pays premium)
- Vision: Vision Service Plan –VSP (City pays premium)
- Vacation: 10 working days (0-3 years of service); 15 working days (3-9 years of service); 20 working days (9-15 years of service); 25 working days (15+ years of service)
- Admin leave: 80 hours per calendar year (pro-rated for new hires)
- Paid Holidays: 12 paid holidays per year
- Sick Leave: 1 day for each full month of employment (8 hour day)
- Life Insurance: The City offers 2x the annual salary to \$250k at no-cost to the employee and a voluntary supplemental life and AD&D insurance plan
- Flexible Spending Account (FSA) - Offered to employee and eligible family members.

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



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$162,566.77**.

APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, or for more information, please visit our website at: <https://www.governmentjobs.com/careers/vallejo>

Only online applications will be accepted. Candidates must attach a cover letter, resume, and 3-5 professional references to their online application for it to be considered complete.

The application period for this position will close May 11, 2022. Interested applicants are encouraged to apply early.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to move forward in the selection process.