



CITY OF VALLEJO

INVITES YOUR INTEREST IN THE POSITION OF
**ASSISTANT HUMAN RESOURCES
DIRECTOR**



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 Assistant Human Resources Director (AHRD) will provide leadership and support to the recruitment, selection, classification and compensation division, which currently consists of three Personnel Analysts and one Personnel Technician; the AHRD will additionally oversee the training program, and may be assigned the benefits divisions, depending on the incumbent's qualifications.

The incumbent in this position will direct recruitment and selection activities for permanent and temporary City staff, comprehensive job analysis, classification, job evaluation and compensation activities, and will ensure consistent application of collective bargaining agreements as they pertain to these program areas. The AHRD will also direct the provision of City-wide programs of employee training and development.

This position will 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 services provided.

This position will also establish strong relationships with formal and informal leaders in the City to promote open communication, build strong relationships, and drive innovation. They will lead by example with keen business and political acumen and will provide confident counsel to the Director of Human Resources. They will analyze and present data driven solutions to department leadership teams to challenge the status quo, drive change and enhance organizational performance.

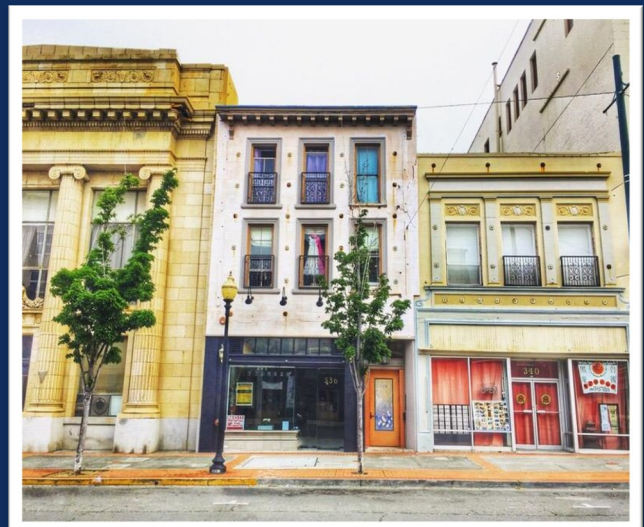
This position is designated as an "at will" classification.



THE IDEAL CANDIDATE

The ideal candidate for this position will be a collaborative, effective communicator who is well-centered, thrives on complexity and is an expert team builder whose counsel is respected by all stakeholders. They will have extensive knowledge of public sector recruitment, selection, classification and compensation practices which are in compliance with the law.

The position will require excellent communication skills, both written and verbal with the ability to communicate concisely and effectively. They will have knowledge of pertinent federal, state and local laws, codes and regulations that govern Human Resources and the ability to act in the absence of the Human Resources Director. The incumbent in this position will ideally have at least five years of progressively responsible human resources management experience that includes two years of direct supervision and will possess a Bachelor's degree from an accredited college or university with major coursework in human resources, public or business administration or a related field.



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.

**This position is eligible for a hybrid work schedule*

*** 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 **\$165,817.81**.

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 August 22, 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.