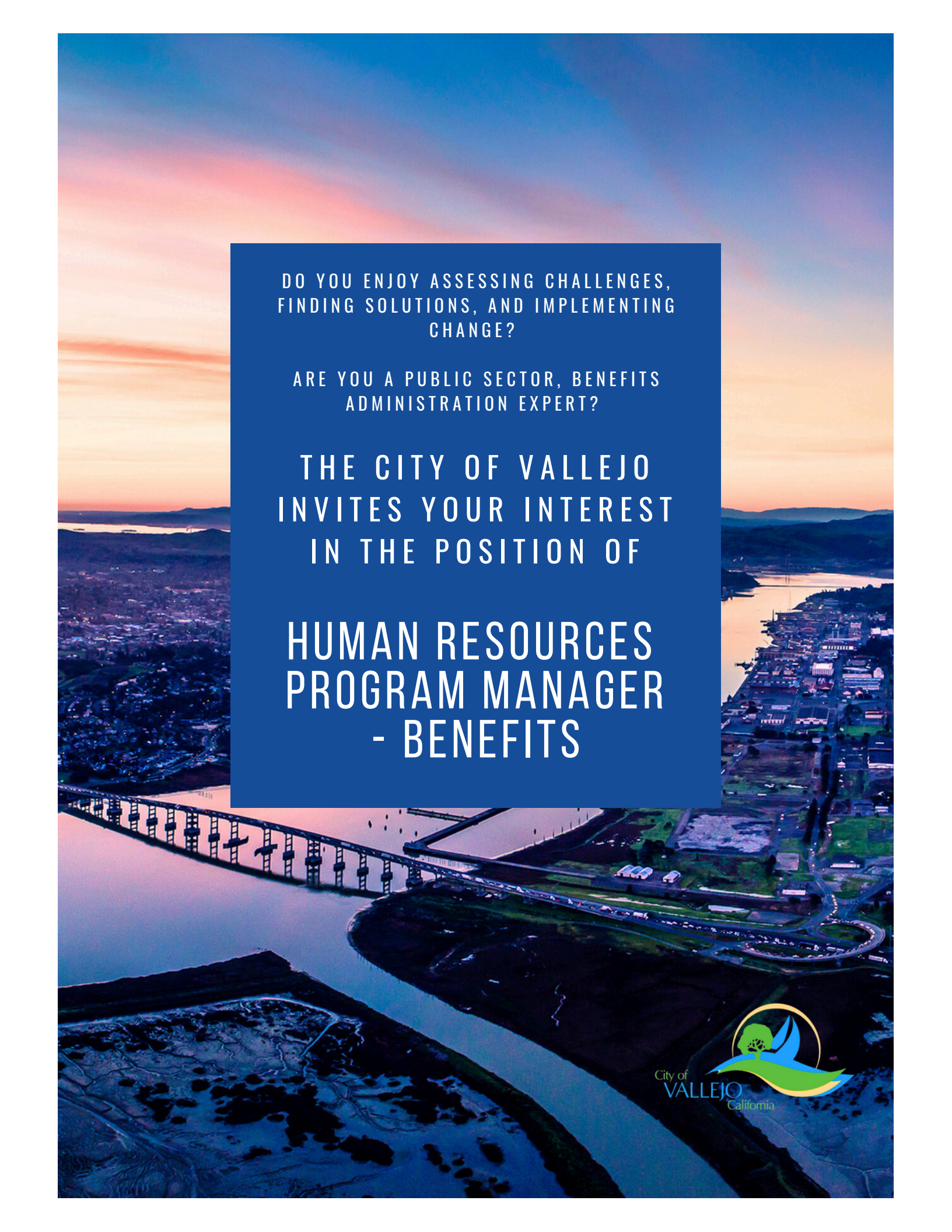




DO YOU ENJOY ASSESSING CHALLENGES,
FINDING SOLUTIONS, AND IMPLEMENTING
CHANGE?

ARE YOU A PUBLIC SECTOR, BENEFITS
ADMINISTRATION EXPERT?

THE CITY OF VALLEJO
INVITES YOUR INTEREST
IN THE POSITION OF

HUMAN RESOURCES
PROGRAM MANAGER
- BENEFITS



ABOUT THE CITY



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 123,000 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 2026-2027 total budget of over \$337 million, with a General Fund of approximately \$142 million.

The City has an authorized staff of 676 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.

THE DEPARTMENT

The City of Vallejo's Human Resources Department is the foundation of the City. All phases of the employee lifecycle from the beginning, middle and end are reliant on a high functioning human resources department. All services, provided by all departments, and all staff successes - all reliant on a high functioning human resources department.

We are a full-service human resources department committed to recruiting top talent, developing employee skills, and promoting organizational effectiveness. We strive to uphold the highest standards of integrity, fairness, and transparency, ensuring that every employee has the opportunity to thrive and contribute to the public good.

It is no secret that the City of Vallejo has faced more than its fair share of challenges over the years, including an excessive amount of turnover in senior leadership positions. City of Vallejo residents and staff deserve more. The Human Resources Department recognizes that we can't successfully do our part in improving our City if we don't start by improving our department. In order to do any of that, we need the right people, in the right places, at the right time. We need people who have the knowledge, experience, patience, and stamina to be part of meaningful change. It's not easy, but it is rewarding, and you'll have an HR Director who supports you and who will work side-by-side with you.

THE POSITION

The Human Resources Program Manager assigned to Benefits Administration is a working manager that is responsible for planning, organizing, and managing the operations and activities for employee benefits services, functions, and programs. This includes CalPERS health benefit and retirement programs in addition to other benefits, Service Credit Purchases, Industrial Disability Retirements, Leave Management, Catastrophic Leave Program, Reporting, Auditing, Compliance, and more. This position will ensure programs and services comply with established laws, codes, rules, regulations, ordinances, policies and will serve as an internal consultant concerning all aspects of benefits administration.

THE IDEAL CANDIDATE

The ideal Human Resources Program Manager assigned to Benefits Administration will possess a strong understanding of public sector benefits regulations and compliance as well as excellent communication and interpersonal skills for liaising with diverse stakeholders. Ideal candidates should have direct experience administering employee benefits, expertise in designing and implementing comprehensive and creative benefits programs in public agencies with full-service, in-house benefits departments/divisions, and be committed to equity and inclusion in benefits offerings. Experience managing and developing staff is preferred.

The ideal candidate will possess a combination of experience and education as it relates to benefits and benefits administration. A typical way to qualify for this position is as follows: five years of increasingly responsible experience in human resources management (preferably in a public agency) and a bachelor's degree from an accredited college or university with major coursework in human resources, public administration, business administration, or a closely related field.



COMPENSATION & BENEFITS



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 and appropriately answer all supplemental questions in order to be considered for this position.

The application period for this position will close August 10, 2026, with a first review of applications on July 31, 2026. 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.

BENEFITS

Some of our benefits include the following:

Retirement: CalPERS 2.7% at 55 formula for Classic Employees; 2% at 62 for PEPPRA Employees

Deferred Compensation: The City offers voluntary 457b plan and a 401a City Match Plan

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)

Paid Holidays: 12 paid holidays per year

Sick Leave: 12 hours per month

Administrative Leave: 80 hours per calendar year

Life Insurance: The City offers an optional supplementary life as an elected benefit at the cost of the employee, AD&D insurance at no-cost to the employee

Flexible Spending Account (FSA)

*** The City of Vallejo participates in Social Security*

COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$176,022.70**