

THE CITY OF VALLEJO

INVITES YOUR INTEREST IN THE
POSITION OF

EMPLOYEE AND LABOR RELATIONS OFFICER



ABOUT THE CITY



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 125,000 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 IDEAL CANDIDATE

Qualified candidates will have education and experience such that they are highly skilled in public sector employee and labor relations. A typical way to obtain the requisite knowledge and skills would be: four years of professional, public sector employee and labor relations experience and a bachelor's degree in industrial relations, human resources, organizational psychology, public administration, psychology or a closely related field.

The ideal candidate for the Employee and Labor Relations Officer position will have: significant employee and labor relations experience either in a public agency (cities, counties, states, federal, and educational institutions) or in an employee labor organization representing public employees; employee and labor relations experience with public safety employees is highly desirable (Fire and Police); excellent communication skills, both written and verbal with the ability to communicate clearly and concisely; ability to remain neutral and factual; exceptional writing skills; skilled in conducting thorough and impartial investigations; political savvy and the ability to understand big picture; experience supervising professional and technical staff. A juris doctorate or employment law experience as an attorney or paralegal is highly desirable.



THE DEPARTMENT

The City of Vallejo's Human Resources Department is the foundation of the City, supporting all phases of the employee lifecycle from the beginning, middle and end. We are a full-service human resources department committed to supporting our employees and our customer departments. 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.

THE POSITION

The Employee and Labor Relations Officer (ELRO) is a working manager, reporting directly to the Human Resources Director, and will participate in, coordinate, and oversee all employee and labor relations matters in the City, 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 is a working manager position, providing the highest level of employee and labor relations expertise to oversee and administer the City's Employee and Labor Relations functions. Work is performed with a high degree of independent judgement and 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 may 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.





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 October 9, 2026, with a first review of applications on October 2, 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.

COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$196,954.58**.

BENEFITS

Some of our benefits include the following:

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