



CITY OF VALLEJO

DIRECTOR OF HUMAN RESOURCES



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THE OPPORTUNITY

This is an exciting opportunity to lead an amazing team of dedicated, professional employees that are committed to providing exceptional services to their customers; and to join a high functioning, collaborative leadership team that is led by a well-respected, supportive City Manager.

THE CITY OF VALLEJO

The City of Vallejo is located in Solano County and has a population of approximately 121,000 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 151-year history and maritime heritage. Vallejo is also emerging as a commuter hub, reflected by the fact that it is home to the busiest Ferry terminal in the Bay Area, with more than 1.2 million riders a year. As people become more aware of the impacts of their carbon footprint, the popularity of the Ferry as a commute source continues to grow annually. 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.

With direct high-speed ferry access to downtown San Francisco, BART links, and a 30-minute drive to downtown Napa, Vallejo is a prime location for families and businesses to thrive. The Waterfront and Mare Island redevelopment has become a community effort, with input from residents helping shape the future of what could become the most important economic generator of the City.

Vallejo combines a big city's resourcefulness with a small-town charm, all at a comparatively inexpensive cost when measured against most cities in Northern California.

CITY GOVERNANCE AND STRUCTURE

Vallejo is a full service, charter city with a fiscal year 2020-2021 total budget of \$235 million, with a General Fund of approximately \$110 million. The City has an authorized staff of over 600 FTEs employed 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 at-large, on a non-partisan basis, for four-year overlapping terms.

Vallejo City Council has adopted the following goals and priorities:

- Support the safety of our community.
- Ensure financial stability.
- Promote economic development
- Invest, sustain, and plan infrastructure.
- Organizational stability

The ten current priorities for the City include:

- Complete Development Agreements
- Improve Relationship Between the Police and Community
- Enhance the Waterfront
- Streamline the Development Review Process
- Improve Technology
- Establish Housing Policies
- Grow Youth Opportunities
- Risk Assessment of the Organization
- Employee Retention and Improve Employee Morale
- Reuse of Vacant Lots and Buildings

HUMAN RESOURCE DEPARTMENT

Human Resources works collaboratively with all City departments to provide leadership in the recruitment, retention and development of a highly qualified and diverse work force. The City of Vallejo is an equal opportunity employer of over 600 individuals, dedicated to providing excellent service to the citizens of Vallejo.

The Human Resources Department provides a full-range of human resources services with a staff of seventeen employees including an Assistant Director, Risk Manager/Safety Officer, and three HR Program Managers. The department is divided into the following teams:

- Administration
- Employee Benefits
- Employee/Labor Relations
- Recruitment, Classification & Compensation
- Training & Organizational Development
- Risk Management



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FY20-21 Key Department Goals Include:

- Develop a new employee evaluation and complimenting set of competencies to build organizational capacity
- Participate in GARE cohort to improve racial equity by examining current policies and practices
- Expand training opportunities to employees and supervisors
- Launch new employee orientation program and provide support to supervisors for best /standard practices in onboarding
- Implement new workplace policies and where appropriate update existing policies with a goal of developing a comprehensive employee handbook
- Assist Police Department in reforming existing policies in line with OIR recommendations, and continue to expand and develop the diversity of our candidate pool to help the VPD be a reflection of our community.
- Re-launch City Wellness program
- Develop workers' compensation training videos, so staff can gain a better understanding about the workers' compensation reporting requirements and claims process.

THE POSITION

The Human Resources Director is responsible for planning, directing, managing and overseeing the activities and operations of the Human Resources Department; coordinating assigned activities with other City departments and outside agencies; and providing highly responsible and complex administrative support to the City Manager.

Key responsibilities include:

- Manage the development and implementation of Human Resources Department goals, objectives, policies, and priorities for each assigned service area
- Assure compliance with City policies, contracts and ordinances, as well as Federal, State and local human resources management regulations
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes
- Select, train, motivate and evaluate Human Resources Department personnel
- Plan, direct and coordinate, through subordinate level staff, the Human Resources Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility
- Manage and participate in the development and administration of the Human Resources Department budget
- Coordinate Human Resources Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence

Key Priorities for the Human Resources Director include:

- Enhancing the City's ability to effectively recruit and retain well qualified employees
- Fostering open communication and a collaborative relationship with representatives of the City's various bargaining groups and proactively addressing potential conflicts between labor and management.
- Working with the other members of the City's leadership team in the areas of organizational development and employee engagement



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THE IDEAL CANDIDATE

The ideal candidate will be a well-rounded professional with a broad range of experience and knowledge in all areas of Human Resources within a public agency. The ability to provide leadership and guidance to department staff while trusting in the expertise of Program Managers over individual teams is key. Candidates must be exceptional collaborators who can work effectively with all City departments to understand their needs and develop creative and effective solutions to bring forward to the City Manager. The ideal candidate will have excellent leadership, communication, problem-solving, and presentation skills. He/she will have a demonstrated track record as an effective strategic leader and working manager.

QUALIFYING EDUCATION AND EXPERIENCE

EXPERIENCE:

Seven years of increasingly responsible human resources experience, including four years of administrative and supervisory responsibilities, preferably in a public agency. A broad range of experience in all areas of Human Resources is desired.

TRAINING:

Possession of a Bachelor's degree from an accredited college or university with major course work in human resources management, industrial relations, business administration or related field. IPMA or SHRM certification is desirable.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$152,011 to \$184,771 (\$12,667 to \$15,397 per month).

In addition to competitive salaries, the City of Vallejo offers a generous benefits package which includes:

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 457 and 401A plans. The City will match up to 1% of salary.

Health Insurance - The City participates in the CalPERS Health Benefits Program, including Dental and Vision.

Vacation -10 working days (0-3 service years); 15 working days (3-9 years of service); 20 working days (9-15 years of service); 25 working days (15+ years of service).

Administrative Leave– 80 hours of administrative leave per calendar year.

Holidays - 11 paid holidays.

Sick Leave - Accrual rate of one day for each full month of employment (eight-hour day).

Life Insurance and AD&D -term life insurance and AD&D insurance at no-cost to the employee.

Flexible Spending Account (FSA) - Offered to employee and eligible family members

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The position is open until filled with first review of resumes on Monday, April 26, 2021. To be considered for this exceptional opportunity, please upload an electronic version of your resume (including dates of employment, staff managed, and budget of programs/projects managed), cover letter, and the names of six professional references (two each of current or former: supervisors, direct reports, and colleagues) here: (Link to be Inserted)

For more information contact:

Jill Engelmam,

Senior Practice Leader | Boucher Law

Tel: (530) 306-0575 | Email: jill@boucher.law


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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the City. A final selection will be made upon completion of comprehensive reference and background checks.

