

Compensation and Benefits

The salary range for this position is: \$152,757.43 - \$185,677.61 annually, DOQ. The City offers an attractive and comprehensive benefit plan including:

- Retirement Plan – The City participates in CalPERS with a 2.7% @ 55 for classic members with a current employee contribution of 9%. For new employees covered under PEPR, the retirement formula is 2% @ 62 with an employee contribution of 6.25%. The City participates in Social Security.
- Health Benefits – The City participates in the CalPERS Health Benefits Program. The City pays \$300 and the difference between \$300 and up to 75% of the Kaiser Bay Area rate at each level through an IRS Section 125 Cafeteria/Flexible Benefits Health and Welfare Plan. An employee may be eligible to receive \$250 a month in lieu of city paid medical insurance if employee has other qualified medical insurance. The City pays 100% of both the Dental Plan and Vision Plan.
- Deferred Compensation Plan – The City offers voluntary 457 and a 401A plans available.
- Holidays – 11 days annually.
- Vacation – 10 days (0-3 service years); 15 days (3-9 service years); 20 days (9-15) service years); and 25 days (15 plus service years). Employee may carry up to three years vacation balance.
- Sick Leave – Employee accrues at rate of one day for each full month of employment with a maximum accrual of 288 hours.
- Administrative Leave – 80 hours annually.
- Bereavement Leave – Employee may receive up to three days.
- Employee Assistance Program, Long Term Disability, Life Insurance, and AD&D Insurance are provided.



The Process

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references. (We will not contact references until after an interview takes place.)

Paul Kimura or Bill Lopez
Avery Associates
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Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for both positions is April 17, 2020.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.

**The City of Vallejo is an
EQUAL OPPORTUNITY EMPLOYER**



The City of Vallejo



*invites your interest
for the position of*

Assistant City Attorney II

The Community

The City of Vallejo is a vibrant community of approximately 120,000 residents located on the northeast corner of the San Pablo Bay as you cross the Al Zampa Bridge, proceeding north on the Interstate 80 corridor between San Francisco and Sacramento. Proud to be the nation's "Most Ethnically Diverse City" (a title accorded to Vallejo by NerdWallet and MSNBC News), Vallejo's neighborhoods reflect a diverse ethnic heritage that gives the town a cosmopolitan feel. Additionally, Vallejo boasts a Mediterranean climate tempered by breezes from the San Francisco Bay, which attracts members of the public, kite-flyers and birdwatchers to the various themed festivals held on its waterfront park. The City is home to the now decommissioned Mare Island Naval Shipyard, which played a pivotal historical role in our Nation's history. The conversion of Mare Island to civilian use is providing significant economic development opportunities for the city and additional open space and recreational opportunities for the community at large.

Also located along the waterfront park is Baylink, a ferry service that provides direct access to San Francisco. This popular transportation method attracts regional commuters headed to San Francisco and provides for continued development of the waterfront, marina and surrounding parks and businesses. Vallejo has a Heritage District that is home to beautiful Victorians and several historic buildings.

The San Francisco Bay, Carquinez Straits and Napa River Delta provide a beautiful backdrop to Vallejo and the immediate region, and the popular Six Flags Discovery Kingdom theme park is located in the city. Within 20 to 50 minutes of Vallejo residents can reach the sights, cultural amenities, professional sports venues and urban feel of San Francisco, Oakland and Berkeley, or the wine tasting and tranquility of Sonoma and Napa Valleys. Winter skiing as well as summer sports in the Lake Tahoe region or access to the coastal beaches is also within an easy drive from Vallejo.



City Government and the City Attorney's Office

Vallejo is a full-service Charter city governed by a Council-Manager form of government. The City Council consists of a directly elected four-year term Mayor and six City Council members who were previously elected at-large serving four-year overlapping terms. However, the City is transitioning to district elections for City Council members. In addition to appointing the City Manager and the City Attorney, the Mayor and City Council appoint members of 14 Boards, Commissions and Committees.

Vallejo has a fiscal year 2019-20 total budget of approximately \$248 million, with a General Fund of almost \$111 million. There are 600 authorized staff positions allocated to the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works and Water Utilities), Community and Economic Development, the City Manager's Office and the City Attorney's Office. To learn more about the City of Vallejo, please visit its website at: <https://www.cityofvallejo.net/>.

The City Attorney's Office employs eight attorneys and five administrative staff. The team provides legal advice and services to the City Council, City officials, staff, departments and boards and commissions. The Department

assists the City Council in achieving its goals in accordance with all applicable legal requirements. Advisory attorneys provide advisory and transactional services including review and preparation of ordinances, resolutions, contracts, leases, and related legal documents for the City. The litigation unit represents and defends the City's interests in civil litigation in State and Federal Court.

The City is recruiting for two distinct and separate positions at this time. Both the Assistant City Attorney II (ACA) position and the Deputy City Attorney II (DCA), are focused on civil litigation areas. The ACA will lead the City's litigation team and have management responsibility for staff. The DCA II is a member of the litigation team and will report to the ACA.

Mission Statement - Office of the City Attorney:

The Office of the City Attorney provides timely, efficient and high quality legal services, advice and support to the City Council and the City Administration. We also advance, support and defend the interests of the City and its missions and goals while remaining dedicated to the principles of professionalism, ethical behavior and accountability.

The Position of Assistant City Attorney II and the Ideal Candidate

The Assistant City Attorney II (ACA II) is appointed by the City Attorney and serves as an integral member of the department's management team. In partnering with the City Attorney, the ACA II will oversee all litigation related services provided by the department. The Assistant City Attorney and the City Attorney also work together in providing expertise and experience to mentor a high-performing public law office of talented and ambitious professionals who value the "family" atmosphere of the Vallejo City Attorney's office.

This role will have extensive interaction with City Council, the City Manager's office and staff within the city operation during a time of major economic, land use and development, public works/utility and public safety activity. It will also represent the City in labor disputes and handle personnel matters such as appeals from disciplinary action, disability retirement proceedings and grievance arbitrations. The variety and complexity of legal considerations within Vallejo provide the legal team with both a challenging and rewarding array of issues to address, and will require a general, all-purpose litigator. These efforts are enriched by an active, engaged and diverse range of community interests.

The ACA II will be an energetic, self-motivated, dependable, results-oriented and highly ethical attorney with a proven track record for providing excellent and practical legal advice on a range of municipal law topics in litigation roles. The position requires innovative and creative problem solving that embraces the existing culture of collaboration and teamwork within the City Attorney's office. A high level of diplomacy and integrity are essential qualities as the ideal candidate will be a hands-on and engaged "bridge builder" able to assist clients achieve their goals.

The position requires excellent communication skills, both verbal and written with the ability to concisely and effectively explain complex legal issues in lay terms. An astute political sense, without being politically aligned is also critical to success in this capacity. As part of this municipal practice, the selected candidate will also become familiar with a number of local and state statutes including the City of Vallejo Charter and Municipal Code, the Ralph M. Brown Act, the Political Reform Act, and the California Environmental Quality Act. The ACA II is expected to have a background including at least five years of experience in positions of increasing responsibility working in a municipal law setting for a city attorney's office, county counsel, or comparable employer; and a Juris Doctorate degree from an accredited law school and active membership with the California State Bar. Three or more years' experience in managing other attorneys along with experience within the public sector and/or in supporting public sector clients is highly desirable.