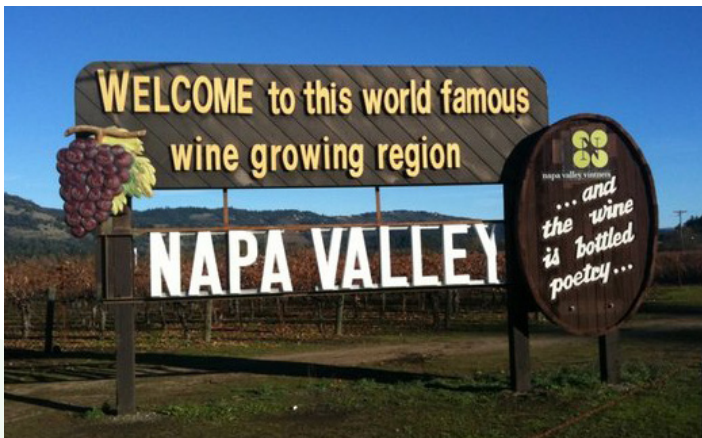


CITY OF NAPA DIRECTOR OF HUMAN RESOURCES





NAPA, CA - A UNIQUE CITY AND CALIFORNIA DESTINATION PLACE

The largest town in Napa Valley, the City of Napa is the dynamic and vibrant hub of wine country with a population of nearly 80,000. Just under 50 miles from the city of San Francisco, the city of Napa offers an incredible combination of suburban amenities, rural beauty with urban benefits. With easy access to both the beach and the snow, Napa is an ideal California city. Developed in the 1840's, the City is undergoing a transition into becoming a modern town, while still respecting the past. With the backdrop of beautiful scenery, Napa is becoming more known for its residential quality of life, hospitality, fine food and luxury hotels. Home to over 70 restaurants, regional and local boutique shops and major event venues including Bottle Rock, Napa was voted the "Happiest City in the United States" by over 10 million tweets in 2013. Living in Napa means living in a place surrounded by natural beauty with a small-town feel.

Napa is transitioning into a more modern city with a thriving downtown area, benefitting from the historical wineries and fine dining. The quality of life rates high with access to a variety of community events, outdoor activity spaces including the Napa Golf Course at Kennedy Park, and a newly implemented Napa AI Fresco, a response to the COVID-19 pandemic. The city has maintained a strong sense of community and cohesiveness despite its growth.

Napa's Latinx population has grown significantly over recent years, increasing the level of diversity within the valley. The Latinx Community represents roughly half of the citizenship in Napa proper. The City works collaboratively with a number of Latinx community groups and is consistently exploring ways to make the services, processes, and organization more inclusive.

THE CITY OF NAPA GOVERNMENT

The City of Napa is a full-service charter city governed by a City Council comprised of four City Councilmembers and the Mayor. The Mayor is elected at large and as the result of a recent change, the Council Members are now elected by district. The City Manager, the City Clerk and the City Attorney are appointed by the City Council. Napa has 12

Boards, Commissions or Committees that support the City Council and the City Departments including a Civil Service Commission. The Civil Service Commission consists of 5 members, 2 employee representatives, 2 council appointed representatives and 1 shared representative. The City of Napa operates on a one-year budget cycle with the projected General Fund revenue for FY 2019/20 of \$99.5 million with expenditures of \$97.9 million prior to the novel coronavirus (COVID-19) pandemic. More than 500 fulltime employees support municipal operations and are represented by 6 bargaining units.

THE HUMAN RESOURCES DEPARTMENT

"The mission of the Human Resources Department is to provide leadership in the attraction, development, and retention of a diverse, well-qualified and professional workforce that reflects the high standards of the community we serve.

Moving beyond the traditional role of human resource management, the HR team strives to create a collaborative environment that rewards creativity and outstanding performance, while ensuring legally compliant best practices and capitalizing on the diversity of City staff. As strategic partners for all City departments, the HR department ensures the City of Napa has the talent and resources needed to provide valuable services to the Napa community.

The HR team provides a full range of human resources services including recruitment and selection, classification and compensation, policy development, safety services, performance management, employee relations, leave administration, as well as citywide training and professional development.

The department believes that the City's greatest assets are its employees and takes great pride in delivering the services that support a highly productive, innovative, customer-oriented, and inclusive workforce."

THE POSITION

The Director of Human Resources is an at-will position appointed by and reporting to the City Manager. The Director is a critical member of the City's senior leadership team and serves as a strategic advisor to the City Manager, Deputy City Managers and department directors on all human resources and employee matters. The Director promotes a culture that reflects the City's values, leads a department that facilitates the City's evolution into a 21st century organization and ensures the highest levels of service to the City's departments and workforce.

The HR Director leads a team of seven including two HR Managers, oversees a budget of \$4.6 million and is responsible for administering the functions of employee relations, recruitment and selection; classification and compensation; training and organizational development; and related personnel functions. The position collaborates

closely with the Civil Service Commission regarding personnel matters and with the Deputy City Manager on labor relations matters.

The Human Resources Department, like the City of Napa, is in a transitional phase. Some of the implemented key priorities the new HR Director should focus on include:

1. Conduct an organizational assessment of the current structure of the department. Rebuild the HR team to align with the City's HR goals and objectives and equipping them to respond to the ongoing changes with the COVID-19 pandemic shutdown.
2. Reestablishing good rapport and credibility with the labor unions.
3. Continue leading the development and advancement of the City's equity, inclusion and culture change plan.
4. Develop supervisory training focused on employee/HR management to better equip managers to work through performance issues while holding staff accountable.
5. Continue the strategic update to HR policies and procedures including working with Civil Service Commission to modernize and enhance the recruitment and classification system to attract a diverse and qualified workforce.

Some of the duties of the Director of Human Resources may include but are not limited to:

- Develops, recommends and implements Human Resources Department goals and objectives; recommends and administers changes to policies and procedures for consideration by City Management, labor representatives and the Civil Service Commission.
- Reviews staffing and recruitment needs based on succession planning analysis for managerial, supervisory and other classifications; assists departments in identifying and utilizing monetary and non-financial rewards and incentives.
- Coordinates with other department heads and the City Manager regarding Human Resources Department programs and activities and maintains liaison with the City Attorney with regard to litigation and other legal matters pursued by the Human Resources Department. Provides assistance to departments and the City Manager in assessing managerial, supervisory and employee performance, training needs, and skill development.
- Serves as the City Management representative for

arbitrations and disciplinary hearings; and, investigates allegations of sexual harassment, employee discrimination and MOU interpretation.

- Coordinates with the Civil Service Manager on all recruitment, examination, classification and employee relations activities to ensure efficient operations in both functional areas. Oversees all employment activities for part-time, intermittent and Civil Service exempt employees.
- Selects, trains, supervises, and evaluates Human Resources Department staff; conducts performance evaluations and implements disciplinary procedures as warranted; maintains high standards necessary for the efficient and professional operation of the Department.
- Develops and administers the Human Resources Department budget including the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments; oversees all contracts for Human Resources Department services.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Audits all records and personnel files and ensures that record keeping complies with all state and federal mandates and local rules.



THE IDEAL CANDIDATE

The City is looking for an experienced people-centric, service-oriented leader and strategic business partner to serve as its Human Resources Director. The ideal candidate has a strong hands-on HR generalist background including experience in employee/labor relations, performance management, workplace investigations, recruitment, employee development, talent management, classification/compensation, leave administration, workers compensation and other various HR functions. The Director will be a demonstrated leader with a proven track record of affecting operational change. A big picture thinker who builds up the infrastructure of the organization, who is not afraid to

challenge the status quo and influence both the leadership and staff through communicating a clear business case that advocates for change and achieves buy-in to move forward is ideal. We are looking for a business savvy human resources professional who is adept at team and relationship building while instilling positive morale within an organization and a community. The ideal candidate will have proficiency in these categories:

- A working Director who has a practical approach and approachable leadership style with a willingness to be visible and interact with employees at all levels;
- Politically astute and business savvy, with the ability to navigate through tough political environments; Understanding of 21st century human capital management and administration, labor laws and best and next practices;
- Possesses a high degree of emotional intelligence, and a demonstrated ability to employ different leadership approaches and work styles with staff to accomplish goals;
- A forward and strategic thinker knowledgeable of current human resources best practices and trends including knowledge of innovative approaches to talent management, succession planning and recruitment strategies to attract and retain a high performing and diverse workforce;
- Track record of demonstrated leadership accomplishments and superior performance, including excellent professional judgment and decision-making ability;
- Demonstrated commitment to goals and values of achieving racial equity, diversity and inclusion with a track record of holding people accountable;
- Ability to build, mentor and develop a team of committed and highly skilled employees and commitment to city-wide staff development;
- Team player who is firm and fair, while being flexible and collaborative;
- Shares information to educate, inform, create consensus; works to calm situations, de-escalates issues and mediates conflict;
- A strategic (sees the big picture) business partner who creates organizational/team synergy and works with Department Heads to achieve City-wide goals and provides guidance and counseling to Department Heads in using a constructive 2-way approach in resolving employee disputes;
- An exceptional communicator with strong interpersonal skills who listens to and achieves understanding in communications with others and expresses himself in a clear, constructive manner;

- Maintains confidentiality, responds to issues quickly and exercises professional judgement and decision-making ability in sensitive situations in an objective and constructive manner;
- An empathetic listener, approachable demeanor and strong interpersonal skills;
- Team builder with the ability to develop collaborative partnerships;
- Leads by example through modeling professional, sophisticated and business savvy behaviors;
- Energetic with an inspirational and empowering demeanor.

EXPERIENCE AND EDUCATION

A Bachelor's degree from an accredited college or university with major study in personnel administration, public administration, psychology or a closely related field. Five years of recent, paid progressively responsible work experience in the development and management in human resources administration within a civil service or merit system or similar environment that includes labor/employee relations experience.

COMPENSATION AND BENEFITS

The salary range is \$145,441.00 - \$175,689.00 annually.

The City of Napa offers a generous and competitive benefits package. The benefits summary can be found here: <https://www.cityofnapa.org/DocumentCenter/View/5918/Executive-Non-Safety>

APPLICATION & SELECTION PROCESS

The recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted and will screen and evaluate candidates. Only the most highly qualified candidates will be invited to participate in interviews. Interested and qualified individuals are invited to submit a resume and cover letter electronically to: napa.hrd@thehawkinscompany.com.

Resumes received by **November 20, 2020** will receive first consideration. Candidates are encouraged to apply early. The position will be open until filled.

Confidential inquiries are encouraged and should be directed to Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com and Ms. Tisa Jones at 213-309-7984 at tisa@thehawkinscompany.com.



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