

c a r e e r o p p o r t u n i t y



DIRECTOR OF HUMAN RESOURCES

COUNTY OF NAPA, CALIFORNIA

SALARY: \$180,398–\$219,294 DOE/DOQ

THE COUNTY OF NAPA SEEKS A HUMAN RESOURCES (HR) DIRECTOR. The County is looking for a Director with extensive organizational development, management, leadership, and human resources public sector experience. The Director should have experience with labor and employee relations, policy and procedures, long-range strategic planning, employee development and training, workplace safety and risk, classification and compensation, benefits administration, wellness, recruitment and selection, and worker's compensation. The ideal candidate will bring enthusiasm, an ability to lead and motivate others, and will think beyond bureaucracy and provide excellence in service and programs while balancing a culture of professionalism and fun.



THE COMMUNITY

THE NAPA VALLEY IS HOME TO OVER 140,000 DIVERSE RESIDENTS who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities. Most Napa County residents live in one of the County's five incorporated cities or town. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

A general law county, Napa County is governed by a five-member Board of Supervisors who appoint a County Executive Officer to provide overall management for the County's operations, including day-to-day supervision of the County's appointed department heads. The County has a budget of over \$506 million, with a General Fund budget of approximately \$208 million. The County's over 1,500 employees provide services to the public through 18 departments; five managed by elected department heads and 13 appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. As an organization, the County is dedicated to reflecting the best of the community's values: integrity, accountability and service, preservation of agriculture and the environment, and providing leadership and services to advance the health, safety and economic well-being of current and future generations.



In 2019, the Board of supervisors unanimously voted to adopt the **NAPA COUNTY STRATEGIC PLAN**, with five pillars:

- ▶ **Collaborative and Engaged Community**
- ▶ **Healthy, Safe, and Welcoming Place to Live, Work, and Visit**
- ▶ **Livable Economy for All**
- ▶ **Vibrant and Sustainable Environment**
- ▶ **Effective and Open Government**

THE JOB

THE HR DIRECTOR OVERSEES THE ACTIVITIES and operations of the Human Resources Division within the County Executive Office. This person serves as a trusted business partner to 18 County departments, providing complex human resource support and advice. The Director oversees all areas within HR, including: labor and employee relations, organizational development and long-range strategic planning, employee development and training, workplace safety and risk, classification and compensation, benefits administration, wellness, recruitment and selection, and worker's compensation. The Human Resources Director is responsible for the overall direction and vision of the division, 15 staff, and a budget of \$3.2M, and recommends and administers policies and procedures, and depending on strengths, could take the lead with labor negotiations on behalf of the County.



FUTURE OPPORTUNITIES

PARTICIPATE ON THE LEADERSHIP team implementing the new ERP module updates for human resource, finance, and budget systems.

ADDRESS CHALLENGES related to recent economic downturn/COVID19 and fires.

KEEP COUNTY STAKEHOLDERS and elected officials informed and ensure the County stays up-to-date on current trends and changes.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL BRING ENTHUSIASM, an ability to lead and motivate others, will think beyond bureaucracy, and provide excellence in service and programs, while balancing a culture of professionalism, support and dedication. The County is also looking for a candidate who demonstrates emotional intelligence, professional ethics and integrity. The incumbent will be a strong HR professional with strengths in either employee benefits or employee/employer relations and will be a relationship builder with exceptional communication skills, technological acumen, and experience serving in a public sector environment. The candidate is comfortable having frank and open discussions with others, and addresses personnel and organizational challenges with diplomacy.

ADDITIONALLY, THE HR DIRECTOR WILL:

- ▶ Work collaboratively as a good business partner to various departments and diverse lines of business.
- ▶ Build effective relationships with unions, staff, executives, and elected leadership.
- ▶ Demonstrate political savvy and be a creative problem solver.
- ▶ Effectively advise and provide consultative services across the organization on a variety of HR matters.
- ▶ Be accessible and responsive to others, and readily commit to action.
- ▶ Address and resolve human resources issues.
- ▶ Ensure fair and equal employment practices.
- ▶ Remain informed and up to date on HR local, state, and federal laws, rules, and regulations.
- ▶ Do what they can to get to “yes”, and be just as comfortable saying “no” when yes isn’t possible.
- ▶ Be genuine and build an enjoyable work atmosphere.





EMPLOYMENT STANDARDS

- ▶ Ten (10) years of increasingly responsible human resources administration experience including five years of management and administrative responsibility.
- ▶ Possession of a valid driver's license.
- ▶ Possession of a bachelor's degree from an accredited college or university, with major course work in human resources management, public administration, psychology, business administration, or a related field.
- ▶ A master's degree is desirable.



COMPENSATION & BENEFITS

The annual salary for **Human Resources Director** is **\$180,398–\$219,294 DOE/DOQ**. In addition, Napa County offers an attractive benefits package, including:

MEDICAL INSURANCE Choice of a variety of CalPERS Health Plans. The County makes a significant contribution toward premium for employee and dependents.

DENTAL INSURANCE Choice of two Delta Dental plan options. County pays full premium for employees and their dependents.

VISION INSURANCE Employee pays premium for coverage.

LIFE INSURANCE Equal to one times annual salary up to a maximum of \$200,000 with the premium paid by the County; option to purchase additional insurance.

EMPLOYEE ASSISTANCE PROGRAM Employees and their dependents are entitled up to five (5) counseling sessions per incident at no cost.

SHORT-TERM AND LONG TERM DISABILITY Employer paid benefit up to 66.67% of current salary paid after eligibility requirements are met and subject to maximum amounts. Vacation accrual rate is based on years of service.

DEFERRED COMPENSATION Voluntary plan; eligible for annual employer match up to \$1,000.

VACATION 15–29 days annually based on years of service. Prior government service can be used in calculating vacation accrual rate at time of hire with the approval of the County Executive Officer.

SICK LEAVE Twelve days annual sick leave with unlimited accrual.

HOLIDAYS Twelve paid holidays per year.

PERSONAL LEAVE 19 hours credited during the first pay period of the calendar year.

MANAGEMENT LEAVE 80 hours per fiscal year.

AUTOMOBILE ALLOWANCE \$220.00 twice monthly.

RETIREMENT The County participates in the California Public Employees' Retirement System (CalPERS) The benefit is 2% at 60 for current members and 2% at 62 for new members. Individual employee participation is mandatory. The County does not participate in Social Security.

POST-RETIREMENT MEDICAL County offers a post-retirement medical benefit program.

CELL PHONE Set allowance dependent upon County tier usage.

HOW TO APPLY

This is an open continuous recruitment, please apply by **NOVEMBER 9** for first consideration. Apply At: **wbcpinc.com/job-board**

Please contact your recruiter, Wendi Brown, with any questions:

wendi@wbcpinc.com | **866.929.WBCP (9227)** toll free | **541.664.0376** direct

SAVE THE DATES

Interviews will take place on **DECEMBER 10 & 11**; candidates will need to be available for both days.