

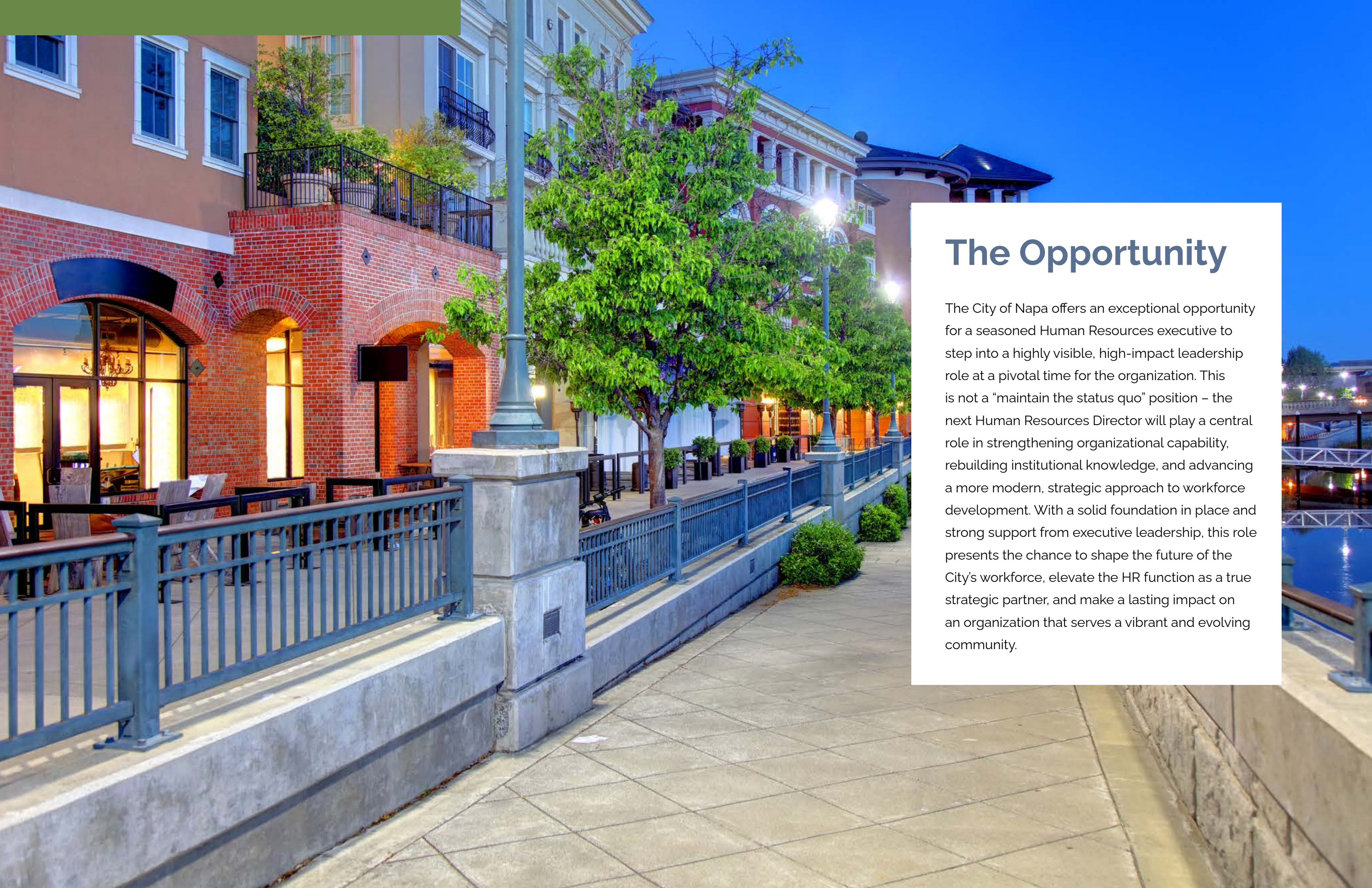


HUMAN RESOURCES DIRECTOR

City of **Napa, CA**

Recruitment Services Provided By





The Opportunity

The City of Napa offers an exceptional opportunity for a seasoned Human Resources executive to step into a highly visible, high-impact leadership role at a pivotal time for the organization. This is not a “maintain the status quo” position – the next Human Resources Director will play a central role in strengthening organizational capability, rebuilding institutional knowledge, and advancing a more modern, strategic approach to workforce development. With a solid foundation in place and strong support from executive leadership, this role presents the chance to shape the future of the City’s workforce, elevate the HR function as a true strategic partner, and make a lasting impact on an organization that serves a vibrant and evolving community.

The City of Napa

Nestled in Northern California's wine-country region yet just an hour from the Bay Area's tech-hubs, Napa offers a blend of small-city charm and global relevance. Its population hovers around 78,000–80,000, with a median household income over \$100,000 and a median age near 41. The city is composed of 26 distinct neighborhoods, each with its own character, from historic Victorian homes near downtown to more suburban-style enclaves on the outskirts. Napa is the heart of the region's world-renowned wine region, which is home to over 475 wineries, as well as a culinary industry boasting several Michelin starred restaurants and farm-to-table venues.

What stands out about Napa is the quality of life. Residents benefit from nearly year-round mild Mediterranean climate, a walkable downtown, and easy access to nature and open space. The local economy is anchored not just in tourism and hospitality but in a skilled workforce, giving the community stability beyond just being a destination. That economic diversity means the city is more than just its vineyards - it's home to healthcare, manufacturing, professional services, and retail alongside wine production.

Community life in Napa is vibrant and inclusive. With a largely bi-cultural population (over 40 percent identify as Hispanic or Latino) there's a strong cultural mix that shows up in schools, local markets, festivals and everyday life. Residents enjoy the riverfront, local trails, neighborhood parks, and an active civic fabric - from arts and music events to grassroots trail-building and river-restoration efforts.

For someone considering relocating, Napa checks a lot of boxes: community scale living with regional access, high educational and income markers, a lifestyle oriented toward both work and play, and the chance to be part of a place that values both its history and its future. In short: it's a community that's growing and evolving - not standing still.





City Government

The City of Napa is a charter city operating under a Council-Manager form of government with a five-member City Council. The City Council is elected by district for four-year overlapping terms without limits. The Mayor is elected at large for a four-year term, also without limits.

The City Manager is the Chief Executive Officer and head of the administrative branch of the City government. Napa provides a full range of services for the community through 11 Departments: Police, Fire, Public Works, Community Resources and Development, Finance, Utilities, Human Resources, Parks & Recreation Services, City Clerk's Office, City Attorney's Office, and City Manager's Office. The City's 2024-2025 fiscal year budget is approximately \$310 million. The City of Napa is currently funded for 518 full-time equivalent positions.



Mission Statement

Rooted in public service, our mission is to grow a vibrant, sustainable community for all who live in, work in, and visit the City of Napa, through thoughtful leadership and dedication to excellence.

CORE VALUES

Integrity – Consistently demonstrating the highest level of ethical conduct with accountability and pride.

Service – Engaging in meaningful work to care for our community through resourceful dedication and humble actions.

Inclusion – Creating a sense of ease and belonging through respect, acceptance, and mindfulness of our collective diversity.

Collaboration – Working together with a shared purpose while respectfully considering all voices to achieve common goals, solutions, and greater outcomes.

The Human Resources Department

The Human Resources Department for the City of Napa provides comprehensive services to support the City of Napa's diverse workforce. With a total staff of 10 employees, the Human Resources Director is supported by three direct reports – an Assistant Director, a Human Resources Manager responsible for Training & Development, and a Management Analyst. The department is responsible for core human resources functions, plus labor relations, organizational development, and the workers' compensation aspect of risk management (in coordination with a Risk Manager in the City Manager's Office). The department works in close coordination with the City's Civil Service Commission – a five-member body with two members appointed by the City Council, two members elected by classified employees, and one member appointed by the other four members. The department is funded with an FY 26 budget of \$3.1 million.

\$ 3.1M
Operating Budget

10 FTE
Employees





The Position

The Human Resources Director serves as a key member of the City of Napa's executive leadership team, providing strategic direction and operational oversight for all human resources functions. Reporting to the Assistant City Manager, this role plays a central part in shaping organizational culture, supporting leadership, and ensuring that the City's workforce strategies align with operational goals, regulatory requirements, and community expectations.

This is a hands-on leadership position responsible for the full scope of human resources services, including labor relations, employee relations, risk management, benefits administration, and organizational development. The Human Resources Director works closely with the City Manager, department heads, the Civil Service Commission, and legal counsel to ensure effective, compliant, and forward-thinking HR practices across the organization.

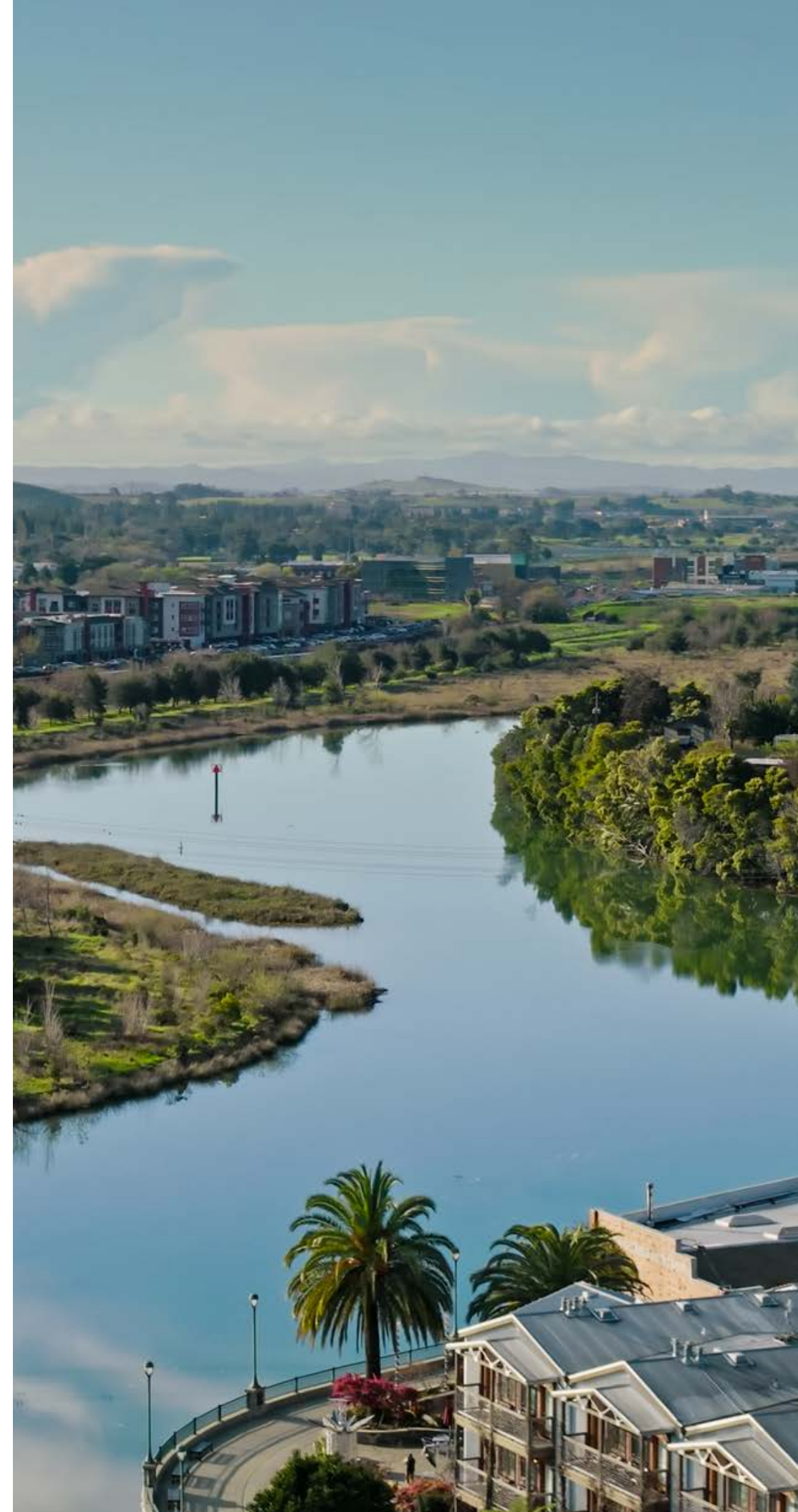
The role requires a balance of strategic leadership and practical execution – guiding complex personnel matters, supporting departments in achieving their goals, and fostering a high-performing, engaged workforce. Key areas of responsibility include:

- Leading and managing the Human Resources Department, including strategic planning, service delivery, and staff development.
- Serving as the City's lead representative in labor relations, including negotiations, contract administration, and advising leadership on MOU interpretation and labor strategy.
- Advising the City Manager and department leaders on complex employee relations issues, organizational challenges, and workforce planning.
- Overseeing recruitment, classification, and selection processes to ensure the City attracts and retains high-quality talent.
- Administering the City's workers' compensation program and employee benefits programs, including vendor negotiations, compliance, and employee communication.
- Leading investigations into workplace issues, including discrimination, harassment, and policy violations, and recommending appropriate action.
- Supporting organizational development efforts, including leadership development, performance management, and team effectiveness.
- Developing and managing the department's budget, contracts, and operational priorities.
- Ensuring compliance with applicable federal, state, and local employment laws, Civil Service rules, and City policies.
- Building strong partnerships across departments and serving as a trusted, accessible resource to employees and leadership.
- Representing the City in external forums, professional organizations, and community settings as appropriate.

Ideal Candidate

The City of Napa seeks a confident, well-rounded Human Resources leader who brings strong technical expertise, sound judgment, and the interpersonal agility to navigate a wide range of personalities and situations. The ideal candidate is both a steady organizational leader and a trusted advisor – capable of advancing the City's interests while building strong, productive relationships across the organization.

- **Trusted partner to executive leadership:** Serves as a strategic, business-minded advisor to the City Manager and executive team. Provides practical guidance, anticipates issues, and helps leaders navigate complex personnel and organizational challenges.
- **Collaborative and credible across departments:** Builds strong, effective working relationships with department heads and staff. Approaches issues with a solutions mindset and works seamlessly across the organization to keep initiatives moving forward.
- **Builder of organizational capability:** Recognizes the need to strengthen institutional knowledge and workforce capacity. Champions training, development, and career pathway efforts that support long-term organizational health and continuity.
- **Strong communicator with sound judgment:** Communicates clearly, directly, and thoughtfully – able to translate complex HR issues into practical guidance. Engages early, builds alignment, and handles sensitive matters with professionalism and discretion.
- **Confident and balanced labor relations leader:** Demonstrates the strength of character to effectively represent the City's interests in challenging interactions, while maintaining a professional, measured, and collaborative approach in day-to-day relationships. Understands how to adapt style to the situation without compromising credibility.
- **Experienced in investigations and discipline:** Brings hands-on experience managing workplace investigations and disciplinary processes, ideally within a civil service environment. Comfortable bringing more of this work in-house with sound judgment, consistency, and attention to risk.
- **Leader in organizational development and workforce planning:** Brings experience advancing initiatives such as career laddering, succession planning, and employee development programs. Helps shape a more structured and sustainable approach to growing talent from within.
- **Skilled HR practitioner and team developer:** Possesses broad, hands-on expertise across core HR functions. Effectively mentors, coaches, and develops a capable but relatively early-career HR team, elevating performance and building depth within the function.
- **Practical, solutions-oriented problem solver:** Approaches challenges with a balance of pragmatism and strategic thinking - offering clear options, assessing risk, and driving toward workable solutions that support both compliance and operational needs.





Qualifications

Any combination of education and experience that is likely to provide the required knowledge, skills, and abilities for the position is qualifying. The following is a typical way to qualify:

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.

Experience: Five years of progressively responsible professional level human resources administration experience within a civil service or merit system or similar environment that includes at least two years of labor/employee relations experience.

Salary & Benefits

The Napa City Council will negotiate a highly competitive salary and executive benefits package with the selected candidate that is considerate of the candidate's experience and qualifications. The salary range for the position is **\$194,727 to \$233,673** (with an additional 2% increase effective July 1, 2026), depending on qualifications. The City offers an outstanding benefits package which includes retirement benefits provided by CalPERS. In addition to the CalPERS retirement benefit, the City will contribute \$322 monthly to a 401(a) retirement plan with an employee match of \$300 monthly.

Additionally, the following benefits apply:

Health, Dental, and Vision Insurance: Numerous health plan options, along with dental and vision insurance. See the [benefits guide](#) for full details. Employees with other medical coverage that do not receive the City's health benefit may receive a monthly \$500 benefit.

Auto Allowance: \$400 monthly

Life Insurance: City provided \$100,000 term life insurance, with option to purchase additional coverage

Generous Leave: 15 paid holidays annually, 15 days management leave annually (prorated first year), 12 sick days annually, vacation based on years of service with credit for work in other public agencies. A portion of vacation and management leave may be cashed out each year. See the [benefits overview](#) for additional details and other benefits.

Relocation: Relocation assistance is available to and subject to negotiation with the selected candidate.





Application & Selection Process

Apply Immediately – This recruitment will close once a strong pool of candidates is established. Interested candidates are encouraged to submit a cover letter and résumé online at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:
Greg Nelson | greg@mosaicpublic.com | (916) 581-1426.

The City of Napa is an Equal Opportunity Employer.

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