



Equity & Inclusion Plan

2023

Purpose

Attracting and retaining highly skilled employees is paramount to the City of Napa's success. The long-term success of the City is predicated on a workforce of highly competent, motivated people whose behavior exemplifies the stated values of the organization. In order to ensure the City attracts, hires and retains a high quality workforce, the City has developed equity and inclusion objectives outlined in this document.



2022 Accomplishments



Spring into
MOTION™



FEEL LIKE A
MILLION

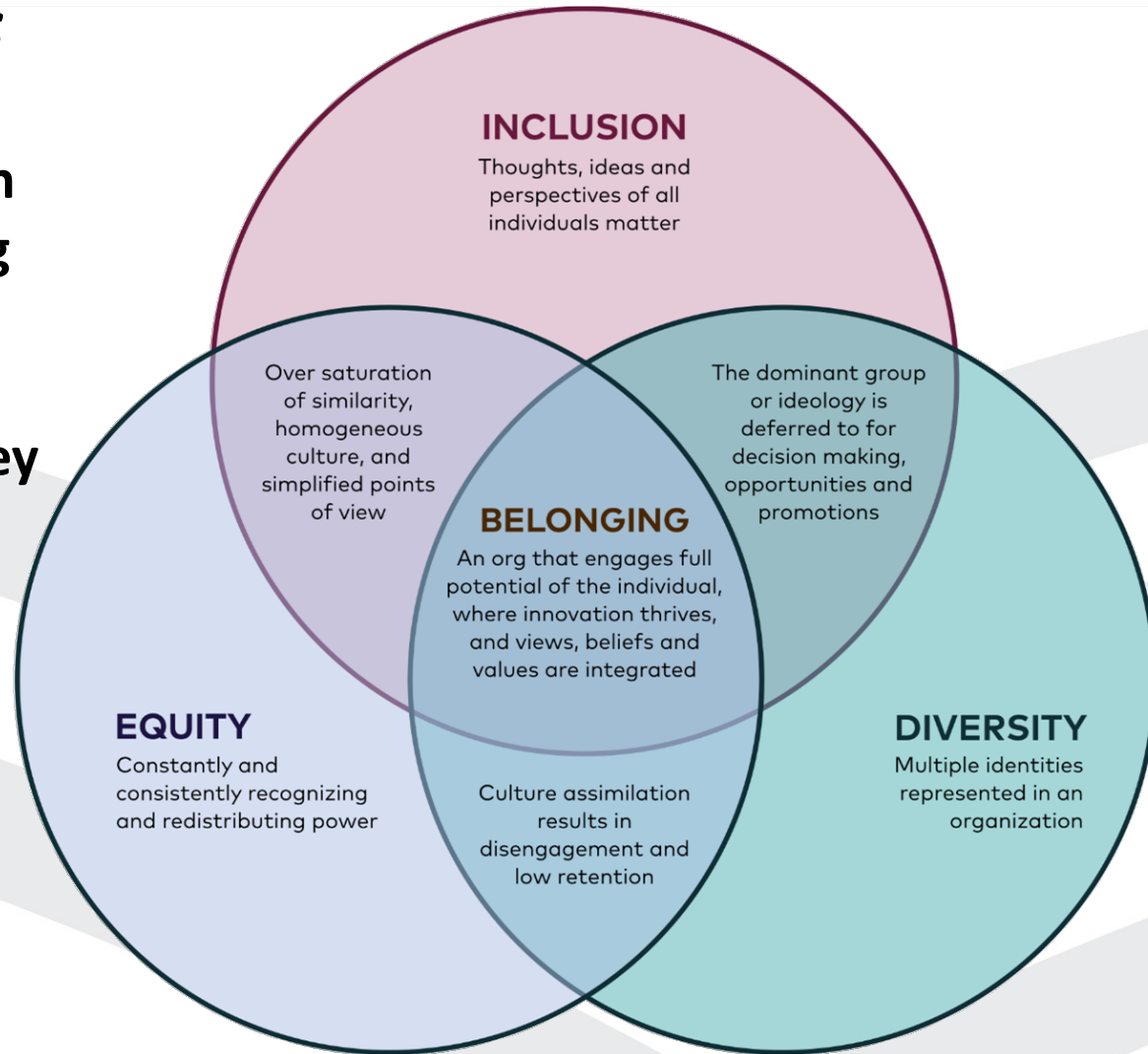


2022 Accomplishments


- Successful continuation of DEI Training program
 - ~100% employee participation in Year-2
 - Executive Team coaching sessions
- Completed 98 competency-based recruitments (69 full-time)
- Increased community outreach and participation in local recruitment events
- Enhanced recruitment advertising - Print, Online, Radio, Outdoor, Transit
- Implemented tools to mitigate the impact of bias during the application screening process
- Completed first Employee Engagement Survey in 2022
- Completed two Wellness Challenges in 2022 - *“Spring Into Motion”* and *“Feel Like a Million”* which received statewide recognition at CalCities Annual Conference
- Held first Mid-Manager Retreat, since COVID-19
- Expansion of Buddy Program

Current Objectives

- 1) 100% Citywide completion DEI Year-3 employee training
- 2) Conduct 2nd Citywide Employee Engagement Survey and complete at least one resulting action item
- 3) Offer more training opportunities for new Managers + Supervisors, as well as all City employees
- 4) Implement innovative recruitment/retention initiatives




Current Objectives



"Since I came to the United States, it was my desire to work for the City of Napa, but I believed it was something impossible.


Now that I work for the City of Napa, I am proud, and with great satisfaction, I can say that my dream came true. With the same satisfaction I represent and serve my community by always doing my best in everything I do."

Jesus Tapia, Street Maintenance Worker II
Public Works Department




"Working for the City of Napa has allowed me to grow quickly within my career. I am grateful for the many opportunities I've been given over the last several years, and I am honored to serve the community in which I live."

Morgan Simone, Administrative Assistant
Finance Department



"I enjoy working for a supportive and welcoming organization in an internationally recognized city where I am surrounded by beautiful scenery every day."

Veronica Rodrigues, Police Lieutenant
Police Department



"I enjoy working for the City of Napa because I get to make a difference in the Napa community. I am proud to support the local business community and develop economic development initiatives to continue making Napa an enjoyable place to live, work, and visit. I also enjoy the collaborative work environment and the opportunity to learn and grow professionally."

Brendan Hurley, Economic Development Program Coordinator
Community Development Department




EXHIBIT B

Enhancing the *City of Napa* Employment Brand

Talented employees reflecting the community





Inclusive Training

Category: Diversity & Inclusion |  [Clear Filter\(s\)](#)

DIVERSITY & INCLUSION

C.A.R.E. About Implicit Bias


 0H 20M


 PRE-BUILT ONLINE

[Enroll](#)

DIVERSITY & INCLUSION

Diversity Toolkit: The Inclusion-Exclusion C...


 0H 08M


 PRE-BUILT ONLINE

[Enroll](#)

DIVERSITY & INCLUSION

Do Better Together: How Leaders Can Support Social Chan...


 1H 00M


 THIRD PARTY ONLINE

[Go to Course](#)

DIVERSITY & INCLUSION

Inclusion and Belonging

 0H 30M


 PRE-BUILT ONLINE


[Enroll](#)

Required

DIVERSITY & INCLUSION

Preventing Workplace Harassment for Supe...


 1H 00M


 PRE-BUILT ONLINE

Self-Enrollment Not Available

DIVERSITY & INCLUSION

Unconscious Bias for Employees


 0H 30M


 PRE-BUILT ONLINE

Self-Enrollment Not Available

DIVERSITY & INCLUSION

Understanding Gender and Gender I...

 0H 05M


 PRE-BUILT ONLINE


[Enroll](#)

emtrain[®]

DIVERSITY & INCLUSION

Using Proper Pronouns

 0H 10M

 PRE-BUILT ONLINE

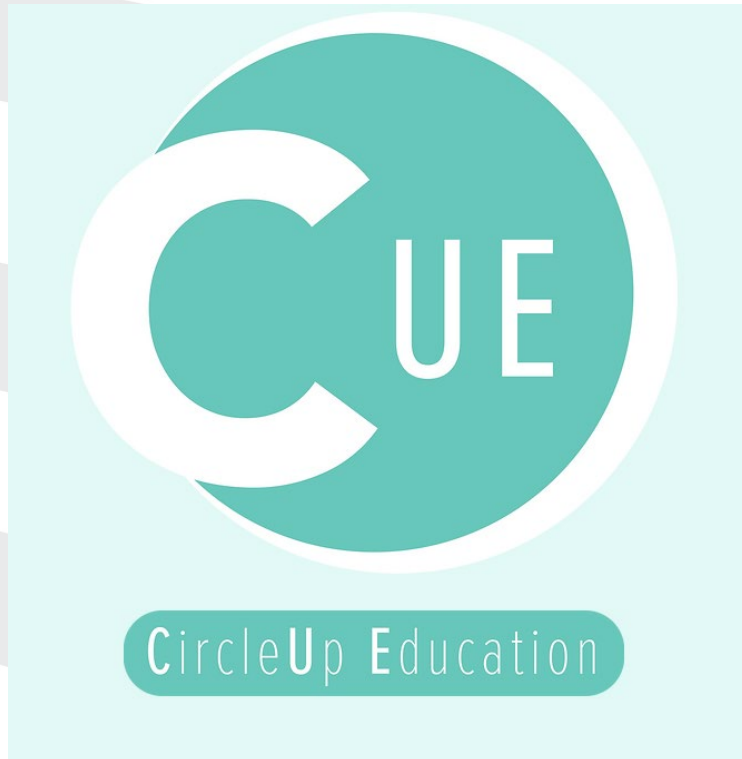
[Enroll](#)



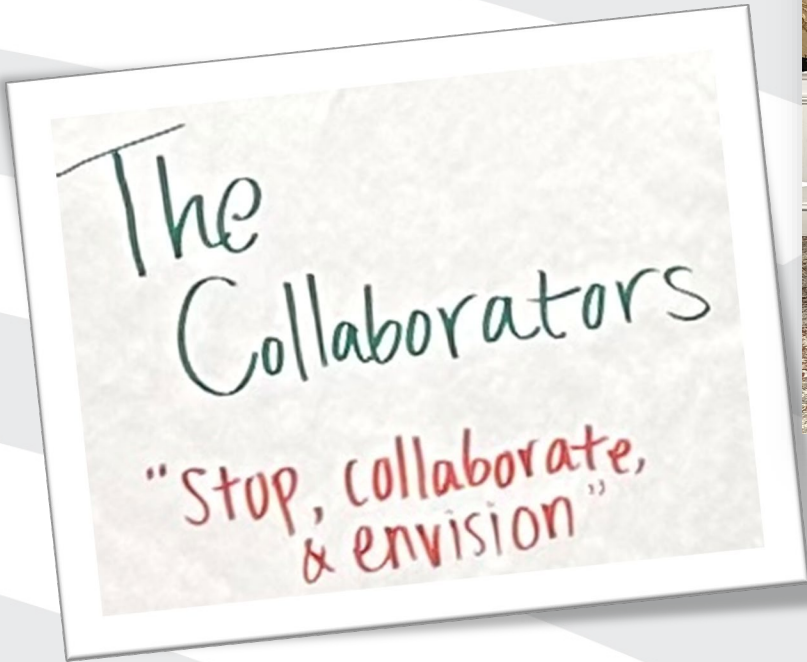
Government Alliance on Race and Equity (GARE) Training



Specialized DEI Training – Managers & Supervisors



Culture Program



The Why



Communicates purpose of the organization



Guides organizational culture



Informs strategy development

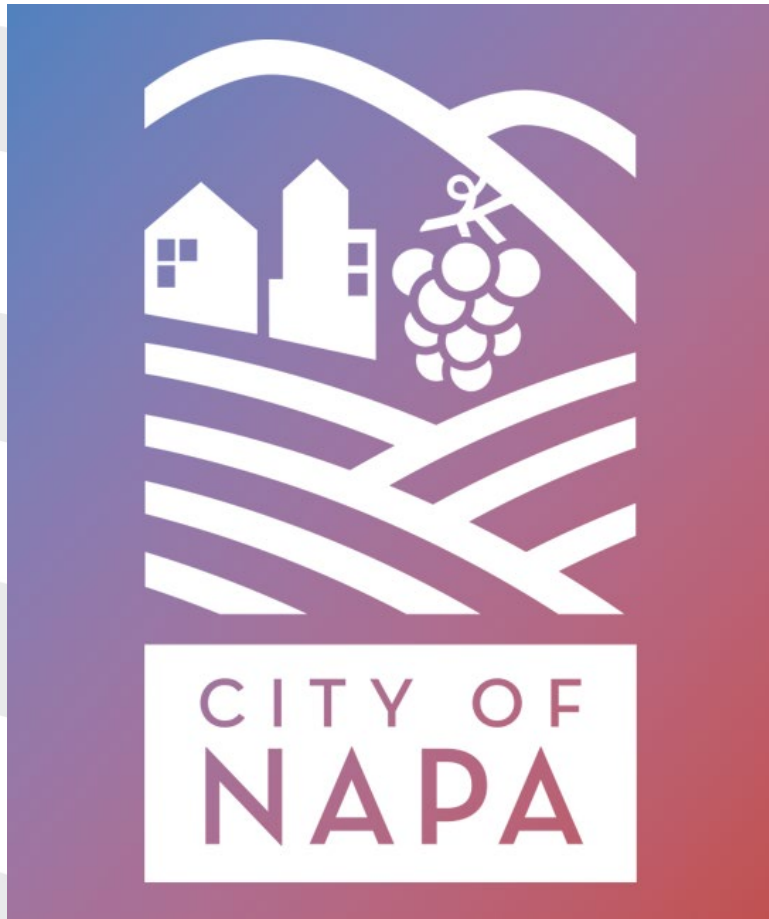


Describes our identity as an employer

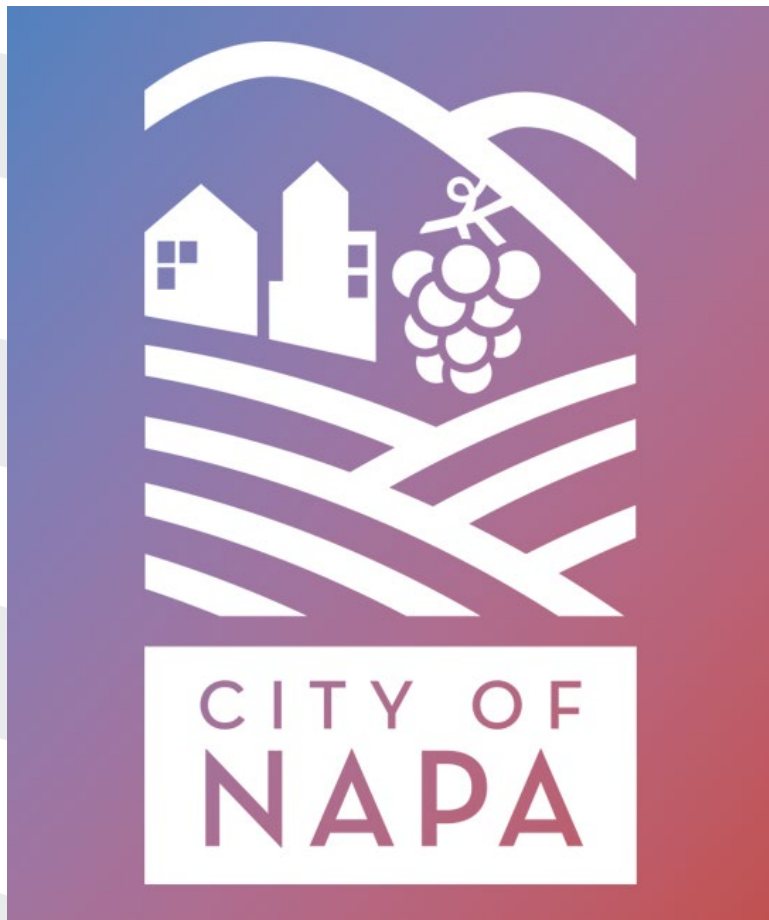
Mission Statement

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



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.



Inclusive Recruiting

Overall Textio Score vs. competition

Textio has analyzed the 220 job posts in your team's Textio Document Library, most of which are for **Government**, **Administrative**, and **Maintenance** roles. The Textio Index tracks and compares the average scores of thousands of companies, including your own. Until competitors are predicted, your team will be compared to some well-known companies. You can always search for any company to see their results.



Above Average

Overall Textio Score

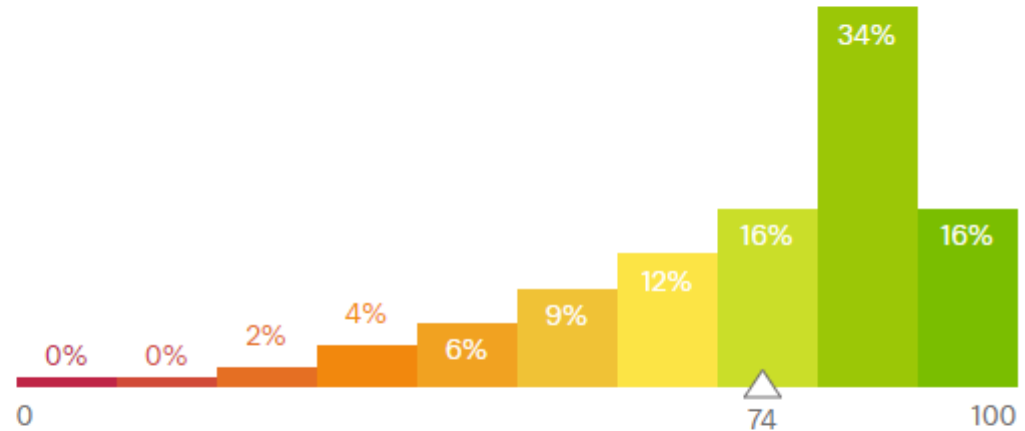


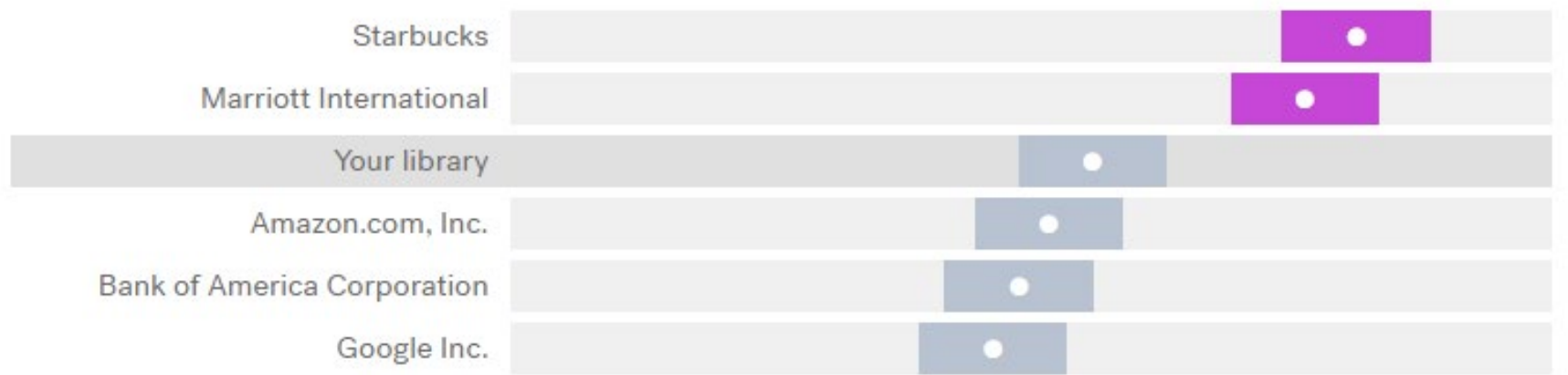
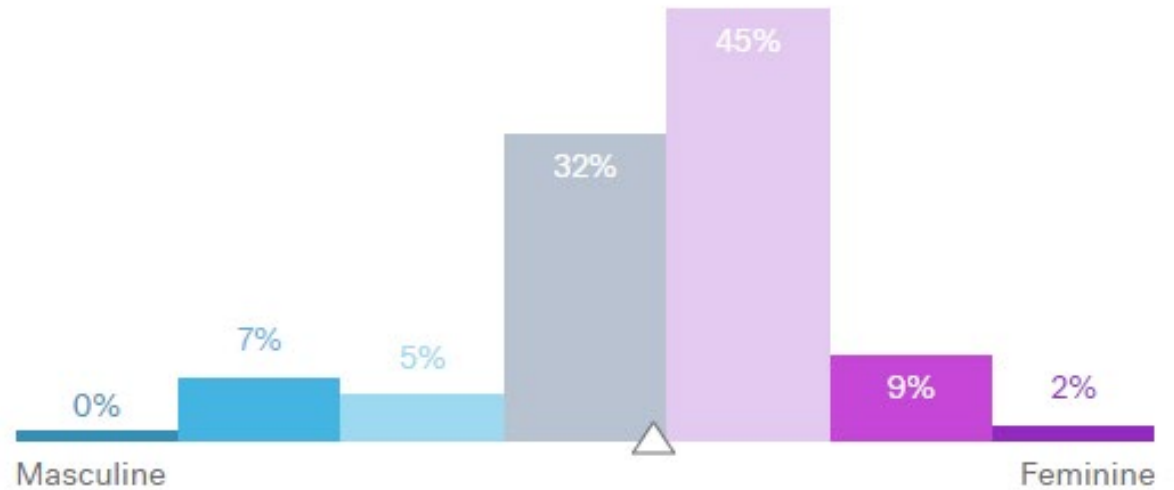
EXHIBIT B

Overall tone vs. competition



Neutral

Overall tone



City of Napa Employee Diversity

City of Napa Population *		2021 Employees	2022 Employees
Race	%	%	%
Asian	2.80%	3.31%	4.82%
Black/ African American	0.70%	1.42%	1.83%
Hispanic/ Latinx/ Latine/ Latin(o/a)	39.90%	23.64%	25.00%
Native American or Alaskan Native	0.60%	1.42%	1.38%
Native Hawaiian/ Pacific Islander	0.01%	0.00%	0.00%
Other/ Multi-Ethnic	6.60%	2.84%	1.83%
White	53.0%	67.38%	63.76%

*Data Source: 2020 U.S Census Bureau

Moving Forward

The employees at the City of Napa are inspired to serve our community. As we harness the strength of our unique set of experiences, perspectives, skills and ideas, we will maximize opportunities to discover and leverage our talents to benefit the residents we serve.



The City of Napa is an Equal Opportunity Employer, and we believe that a diverse, equitable and inclusive workplace will maximize our talents to benefit the residents we serve.

Ensuring that all employees and job applicants for employment are protected by federal, state and local laws designed to protect employees and job applicants from discrimination on the basis of race/ethnicity, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training and career development programs.