



EXHIBIT B

Equity & Inclusion Plan

2020

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.



2019 Goals Achieved

- Completed 99 competency-based recruitments for full-time classified positions, which resulted in quality hires based upon job requirements.
- Created a paperless New Hire Orientation enabling us to focus creating a positive first-day experience.
- Implemented a Performance Development pilot program with the Fire Department. Taking a more ongoing, qualitative approach to performance feedback will be facilitated by an integrated web-based tool.
- Provided the entire workforce with a web-based learning and development platform.
- Delivered Citywide Harassment Prevention trainings to all full-time and part-time employees.
- Established and/or updated the following Administrative Regulations: Gender Inclusion, Employee Identification, Family and Medical Leave Act, Pregnancy Disability Leave and Lactation Accommodation.
- Supported the organization in the E3 (Energized, Empowered and Engaged) Training.
- Provided DiSC profiles for departments and facilitated team building discussions.
- Partnered with LGBTQ Connection to provide training throughout the City.



Enhancing the *City of Napa* Employment Brand

Talented employees reflecting the community



Moving Forward – Attraction

New Import Export Link Delete Undo History

Document library Analytics MJ ▾

Office Assistant

Job post for an Administrative role in Napa

By MJ Tueros

Draft Shared **Finished**

The City of Napa Human Resources Department is looking for you, a **dynamic** professional with incredible customer service skills and the ability to serve the public in a **positive** and professional manner. **You love** interacting with all members of our Napa community and pride yourself on your **empathetic** assistance to others.

You enjoy providing administrative support for our department, which may include receptionist duties, typing, processing, recordkeeping, filing, reporting, and other related work/special projects as assigned. In addition to meeting the qualifications listed below, you will have shown success in demonstrating:

- **Customer Service** – Provides excellent service to ensure a **positive** experience for both internal and external customers.
- **Communication** – Conveys clear, concise, and **transparent** messaging in the appropriate manner.
- **Attention to Detail** – Follows procedures, ensures high-quality output, and takes action.
- **Initiative** – Responds quickly, takes independent action, and goes above and beyond.

84

Textio Score
Strong

Neutral tone



Finished by MJ Tueros

January 24th, 2019 with a Textio Score of 84 and a neutral tone.

The header and footer of this job post has changed since it was finished.

Copy to clipboard
for use in your other apps

Reuse this text
in a new job post

Export to a file on
your computer or Dropbox

Textio is currently comparing your writing to 135,442 recent Administrative job posts in California.



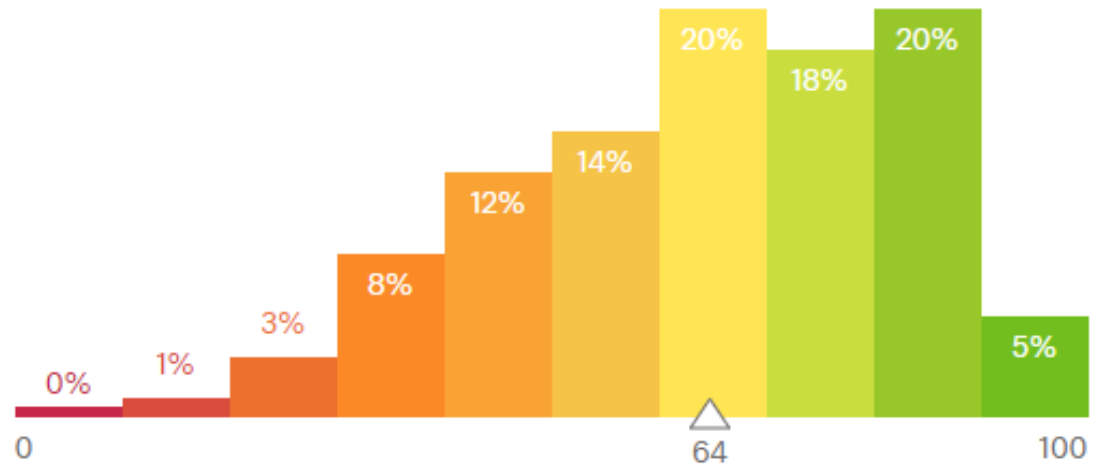
Overall Textio Score vs. competition

Textio has analyzed the 117 job posts in your team's Textio Document Library, most of which are for **Government**, **Maintenance**, and **Sports/Recreation** 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.



Fair

Overall Textio Score



Starbucks Corporation

84

Marriott International, Inc.

71

Your team

64

Bank of America Corporation

57

Google

52

Amazon.com, Inc.

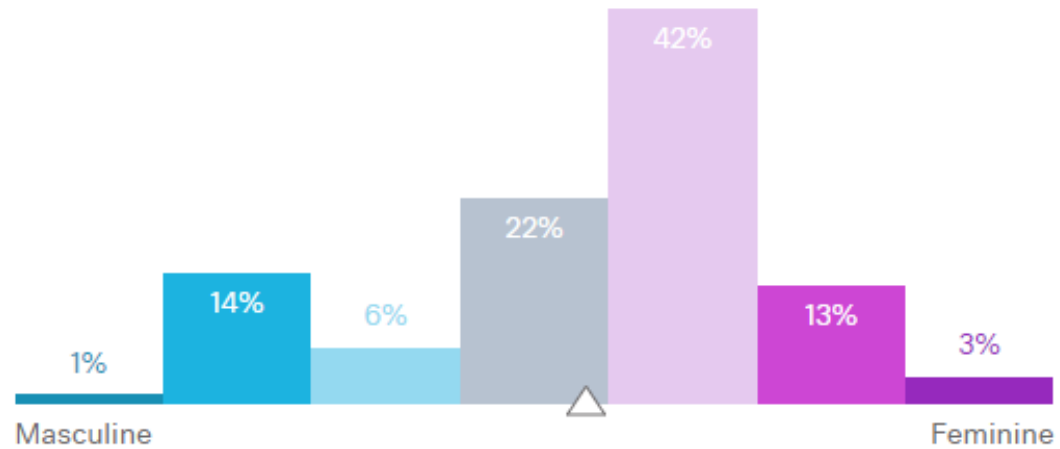
48

Overall tone vs. competition



Neutral

Overall tone



Marriott International, Inc.

Your team

Starbucks Corporation

Bank of America Corporation

Google

Amazon.com, Inc.

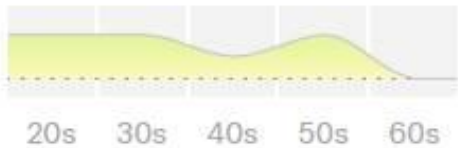


Textio Score
Very Strong

Neutral tone



Appeals to younger people

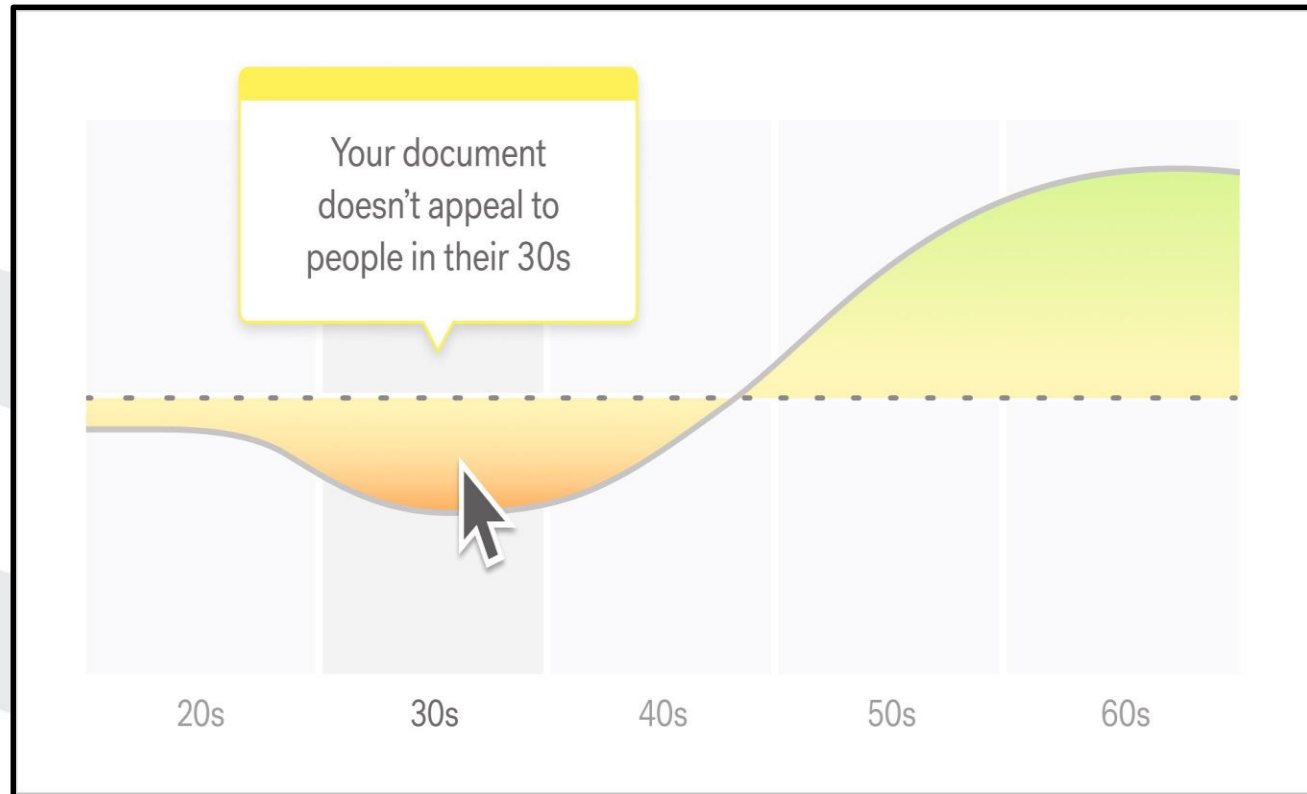


Finished by Gabrielle Petersen
February 20th, 2020 with a
Textio Score of 93.

Copy to clipboard
for use in your other apps

Reuse this text
in a new job post

Textio is currently comparing your
writing to 142,757 recent
Administrative job posts in
California.



Objectives for 2020

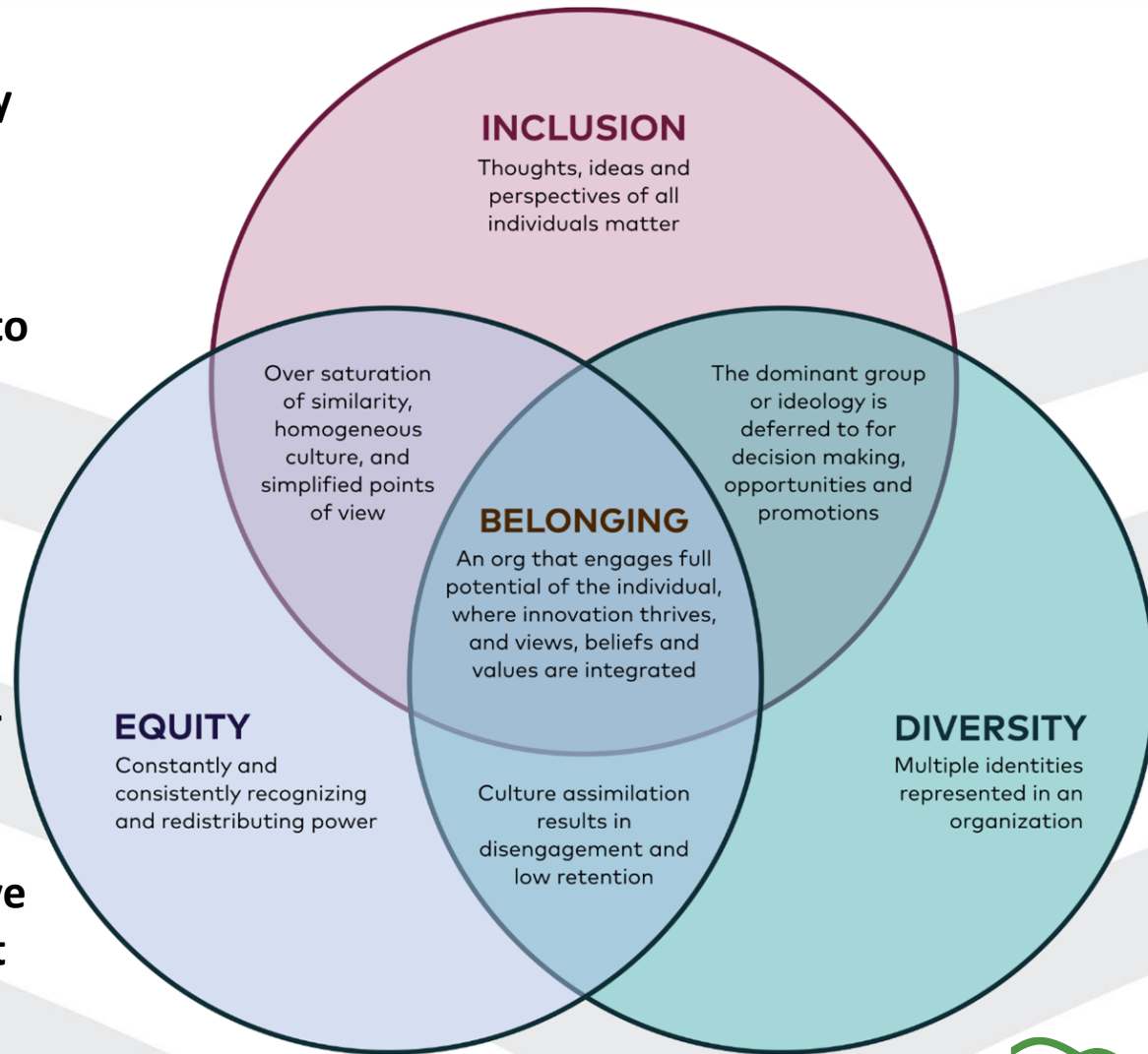
1) Integrate new tools and technology to increase the quality and diversity of our applicants.

2) In partnership with operating departments, develop programs to enhance employee engagement and retention.

3) Increase training opportunities for all staff, with a focus on professional development and promoting from within whenever possible.

4) Develop innovative and creative strategies to improve recruitment of diverse candidates.

5) Quarterly updates on progress and key accomplishments.



City of Napa Employee Diversity

City of Napa Avail. Workforce		FT Employees
Ethnicity	%	%
Native American	0.20%	2.56%
Asian/ Pacific Islander	2.70%	2.56%
Black/ African American	0.80%	1.71%
Hispanic/ Latinx	39.70%	21.11%
Other/ Multi-Ethnic	2.40%	2.35%
White	54.20%	69.72%



Diversity, Equity & Inclusion Training

- Create multi-year, multi-phase training program
- D,E,&I training for all employees
- Partnership with local organizations
- Employee Advisory Group
- Topics may include:
 - Implicit Bias
 - Cultural Awareness & Celebrating Diversity
 - Racial Justice & Equality
 - LGBTQ+, Gender Identity & Equality
 - Age & Ability

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.

