

# Vacancy & Recruitment Report

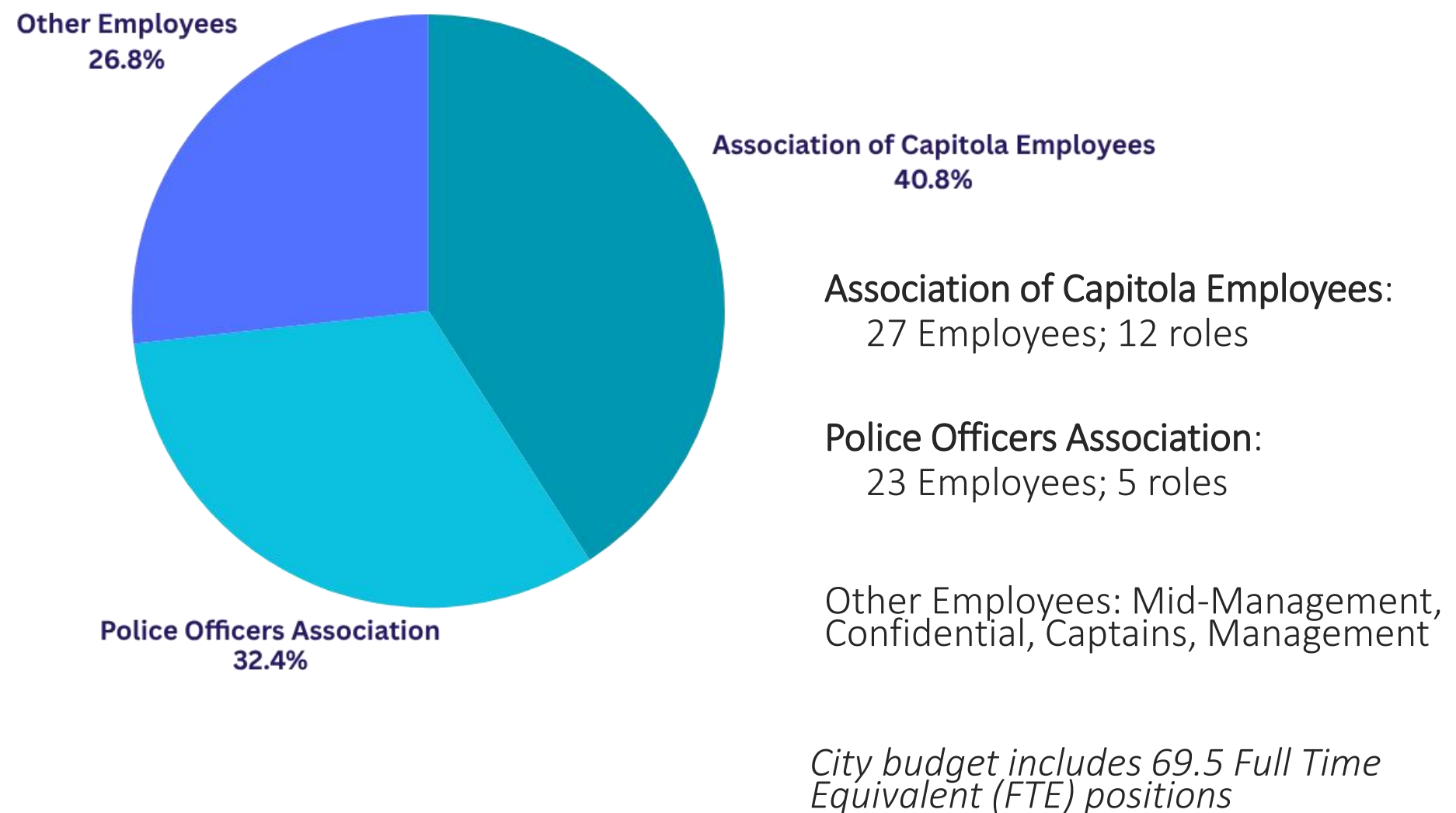
Compliance with AB 2561— Calendar Year 2024

# Background

AB 2561: New State law requiring annual (calendar year) report

1. Report on Vacancies (average vacancy rate)
  - A. ACE: 2.7%
  - B. POA: 6.5%
2. Employee Organization Participation (Bargaining Unit participation allowed) *offered*
3. Additional Reporting for High Vacancy Rate (if 20% or higher vacancy rate) *n/a*

# Capitola: Employee Makeup



# 2024 By The Numbers

- One POA vacancy remained all year
- Three vacancies or fewer, Citywide
- Seven separations
- Six new hires
- Four internal promotions

## Average Vacancies:

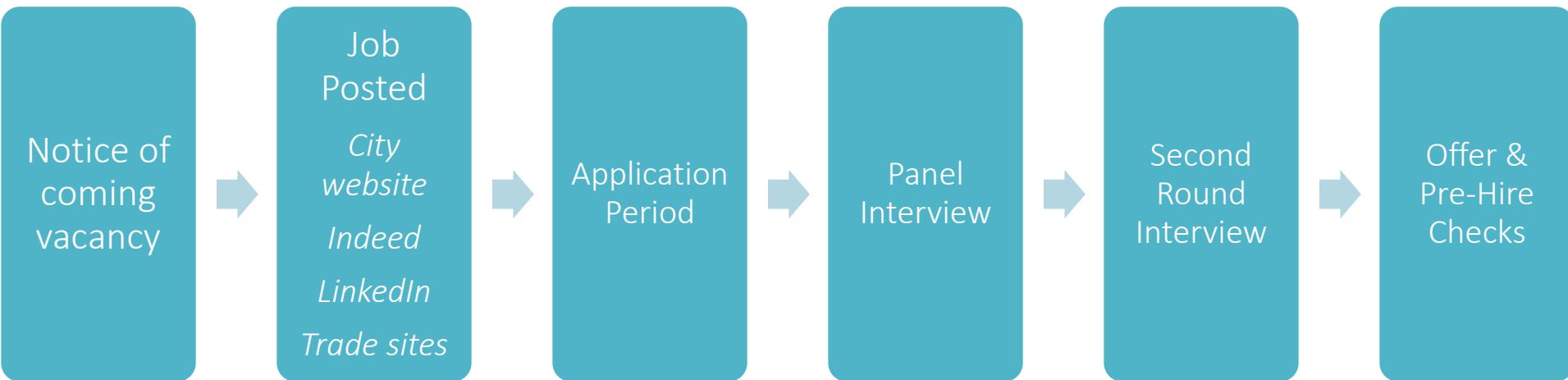
- *ACE: 0.75*
- *POA: 1.5*
- *Positions vacant*

## Average Vacancy Rates:

- *ACE: 2.7%*
- *POA: 6.5%*
- *Vacancy to budgeted FTE*

- 1,122 applications received
- Filled seven regular roles
- 26% of recruitment = temporary employees (eight roles)

# Recruitment Process



- ~ One month to hire non-Sworn employees
  - Sworn background investigations can take up to three months
- Entry-level positions garner 100s of applications
- All unsuccessful candidates receive a “no thank-you”
- Several great hires are working in jobs they did not initially apply for



# Retention Efforts

- Flexible Remote Work Policy
- Down Payment Assistance Program
- Training & conference attendance
- Employee parking permits
- 457 Account matching program
- Community support: Measure Y
- Seasonal events
- Monthly Birthday celebration



# Recommendation

Receive report and hold public hearing.

*No Council action required*