



STAFF REPORT

MEETING DATE: May 14, 2025

PRESENTER: Akayla Cheema, Human Resources Officer

SUBJECT: Public Hearing on Status of City's Personnel Vacancies, Recruitment, and Retention Efforts as Required by AB 2561 pursuant to Government Code Section 3502.3 (AC)

RECOMMENDATION: Conduct public hearing on status of City's personnel vacancies, recruitment, and retention efforts and provide direction to staff.

EXECUTIVE SUMMARY:

Staff will be presenting the status of personnel vacancies, recruitment, and retention efforts as required by AB 2561 pursuant to Government Code Section 3502.3. The table below summarizes vacancies for each bargaining unit as of May 14, 2025.

| Bargaining Unit | Vacancy Rate as of 5/14/2025 |
|---|------------------------------|
| Kerman Miscellaneous Employee Association | 4.26% |
| Kerman Peace Officers Association | 0% |

There is one current vacancy for KMEA which has existed since January 15, 2021. This position is Water Distribution & Waste Water Manager. This is not an entry level position; this position requires the candidate to be in possession of an active Grade III Water Distribution and Grade III Wastewater Treatment Plant Operations Certificate issued by the California State Water Resources Control Board.

Since the vacancy of this position, please note the following:

- The City has engaged in one recruitment.
- One application was received in 2022, the candidate did not have the required certificates
- Two applications were received in 2024; one candidate did not have any of the required certificates; one candidate was offered the position; however, that candidate declined a few days prior to the start date
- The job is periodically advertised on industry specific job boards such as:
 - California Water Jobs
 - American Public Works Association
 - California City News
 - Western City Magazine
 - Brown and Caldwell Water Jobs
- An approximate \$4000.00 has been spent on recruitment advertisements

- Since COVID led to industries being impacted on early retirements, this is one industry that has been impacted locally, making it hard to find candidates that hold the certifications required to hold the position.

Based on the foregoing, management is exploring revision of the position.

BACKGROUND:

Effective January 1, 2025, AB 2561 requires public agencies, including the City, to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the City's legal obligations under the new law.

AB 2561 was adopted by the state legislature to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3.

In compliance with the new legal obligations, the City is required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the City Council, the City shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the City Council adopts an annual or multi-year budget during the fiscal year, this presentation **must occur prior to the Council's adoption of the final budget.** (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the City to present questions during the public hearing concerning vacancies and recruitment and retention efforts. The City of Kerman has two (2) bargaining units: KMEA and KPOA. (Gov. Code § 3502.3(b).)
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

FISCAL IMPACT:

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the City Council as necessary.

ATTACHMENTS:

None.