



Personnel Board Meeting

- May 6, 2026
- Presenter:

Kristina Alfaro, Administrative Services Director

Small Town Service, Community Stewardship, Future Focus

Agenda

1. Welcome and Introductions
2. FY 2026-2027 Budget
3. New Legislation
4. Update on HR Initiatives
5. Recruitment Activity / Vacancy Report
6. Annual Employee Satisfaction Survey

New Legislation - Assembly Bill 339 (AB 339)

- Effective January 1, 2026
- 45-Day Notice Requirement to Unions before contracting
- Notice must include:
 - Anticipate contract duration
 - Scope of Work
 - Anticipated cost
 - Draft contract solicitation
 - Justification for contracting the work

HR Initiatives

1. Tyler Munis ERP System Implementation Update
2. Online Open Enrollment
3. Performance Evaluation Software, NEOGOV Perform Update

Recruitment Activity

Fiscal Year (July 1 – June 30)	Total Number of Recruitments Conducted	Total Number of Applications Received
FY 24-25	30	1910
FY 25-26 (July 1 – Feb 14)	15	1086

Highlights

- Created/updated job classifications to help with recruitment efforts.
- Phone Screening for Officer Trainees
- New Hire and Employee Referral Program

AB 2561 Vacancy Reporting

Table 1: Historical Vacancy Rates

Fiscal Year (July 1 – June 30)	Benefitted Budgeted Full Time Equivalents (FTE)	Vacancy Rate
FY 2020-2021	150	11%
FY 2021-2022	150.25	12%
FY 2022-2023	153.25	9%
FY 2023-2024	152.50	7%
FY 2024-2025	153.50	7.47%
FY 2025-2026*	153.50	6.73%

*** Data as of March 2026**

Recruitment Efforts

1. Process Improvements for Police Officer Recruitment
2. Recruitment Timeline & Improved Candidate Experience
3. Review of Job Classifications
4. Advertising on Job Boards and Social Media
5. New Hire and Employee Referral Program
6. Competitive Wages and Benefits

Annual Employee Satisfaction Survey Results

- 98% of employees rate satisfaction with Town-sponsored benefits as neutral to very satisfied.
- 90% of employees rate communication of benefit program information as neutral to excellent.
- 81% of employee rate the availability and timeliness of HR staff response to inquiries as neutral to excellent

QUESTIONS?

Thank you for joining us today!