

# City of Sutter Creek



Employee Vacancies, Recruitment  
and Retention  
May 2025

# Sutter Creek: Employee Statistics 2024-25

- 19 employees as of May 1, 2025 (15 full-time, 4 part-time, 1 vacancy)
- Administrative: 1.96 FTE, 3 employees
- Public Works: 5.48 FTE, 6 employees
- Police: 4 FTE, 4 employees (1 vacancy) + 3 reserves
- Management: 5.48 FTE, 6 employees



## Sutter Creek: Employee Groups 2024-25

Employee Group	FTE's Budgeted	Total Employees Budgeted	Vacancies	Vacancy Rate
Non-represented	5.48	6	0	0%
POA – Police	5	5	1	20%
SEIU – Public Works	7.44	9	0	0%
City Overall	17.92	20	1	5%

## Sutter Creek: Retention 2024-25

Roles Vacated	Reason	Job Posted	Job Filled	Time to Hire
Deputy Finance Supervisor	Retirement		July 2024	0 months
Administrative Services Supervisor	Resignation	Nov 2024	Mar 2025	5 months
Police Officer (POA)	Resignation	Mar 2025	-	2+ months
Account Clerk	Retirement	Feb 2025	Mar 2025	1 month

# of roles at start of 24/25	# of staff turnover	Retention Rate
16.92	2.48	88%

# Sutter Creek: Recruitment 2024-25

Staff Positions Hired 24/25	Job Posted	Hire Date
City Clerk	November 2024	March 2025
Administrative Project Manager	January 2025	March 2025
Account Clerk	February 2025	March 2025
Police Officer (POA)	March 2025	-

# Changes in Responsibilities

## Previously:

- Administrative Services Supervisor (Karen) covered City Clerk, HR, Risk Management, Cemetery, Social Media

## Current:

- City Clerk (Aaron): covering Clerk, HR, Website, Social Media (with outside company), some Risk Management.
- Account Clerk (Holly): Cemetery, Event Permits
- Finance Supervisor (Mason): Risk Management (shared with Clerk)
- Social Media: Christian Cardona (media management)

# Employee Programs

## Wellness Program:

The Police Department applied for a grant and have been able to put in a gym for the department.

