

May 21, 2025

**ITEM TITLE: CITY VACANCIES AND RECRUITMENT AND RETENTION EFFORTS IN COMPLIANCE WITH ASSEMBLY BILL 2561. (0640-40)**

**ORIGINATING DEPARTMENT:**

Human Resources

**EXECUTIVE SUMMARY:**

Assembly Bill 2561 (AB 2561 codified California Government Code § 3502.3), signed into law in September 2024 with an effective date of January 1, 2025, requires public agencies, including the City of Imperial Beach, to hold at least one public hearing per fiscal year to report on vacancies and recruitment and retention efforts.

**RECOMMENDATION:**

Open and hold the Public Hearing pursuant to Assembly Bill 2561 for comment and receive the presentation and report from staff.

**OPTIONS:**

1. Open and hold the Public Hearing; and
2. Receive and file the report; or
3. Provide direction to the City Manager and return with a supplemental report at a future meeting.

**BACKGROUND/ANALYSIS:**

Assembly Bill 2561 was recently signed into law and became effective on January 1, 2025. The law, which added Section 3502.3 to the California Government Code, requires public agencies to present on the status of vacancies and recruitment and retention efforts during a public hearing before their governing board.

Local government agencies are required to:

- Provide a yearly update to the City Council on employee vacancies, recruitment and retention efforts, and any obstacles in the hiring process.
- Present additional information regarding vacancies upon request by an employee organization if the vacancy rate within a bargaining unit is at least 20%.
- Allow employee organizations to make a presentation to the City Council.

Analysis:

The City recognizes that recruitment is about identifying, attracting, and hiring the right people for the organization, and retention is about keeping employees engaged, satisfied, and committed to the organization in the long term. Both efforts are critical for the organization's success, especially in today's competitive job market.

AB 2561 acknowledges that recruitment and retention is currently a challenge for all public sector employers in California. In this regard, the City experiences similar challenges with respect to its recruitment efforts since it is competing for a limited pool of qualified candidates among other cities within the region. The following are the current vacancy rates from January 1, 2025 through May 9, 2025 listed per Bargaining Unit:

- Service Employees International Union (SEIU): 8.2%
- Imperial Beach Firefighters' Association (IBFA): 0.0%
- Unrepresented groups (confidential, mid-management, management): 18.92%

The following provides an update on the current vacancies for the following positions:

Position Title	Bargaining Unit	Status
Building/Housing Inspector I	SEIU	Recruitment will begin June 2025
Facilities Supervisor	SEIU	Recruitment will begin June 2025
Maintenance Worker II (Facilities)	SEIU	Currently recruiting
Maintenance Worker I (Sewer)	SEIU	Currently recruiting for two (2) openings
Ocean Lifeguard I (seasonal)	SEIU	Currently recruiting
Senior Administrative Assistant (City Clerk's Department)	Confidential (non-represented)	Currently recruiting
Administrative Assistant (Council & City Manager's Office)	Confidential (non-represented)	Recruitment will begin in FY26
Division Chief	Mid-Management (non-represented)	Recruitment will begin in FY26
Community Development Director	Management (non-represented)	Recruitment will begin in FY26
Parks, Recreation & Community Services Director	Management (non-represented)	Will remain vacant for two years (FY26 & FY27)

Employee retention remains a central focus for the City. Over the years, the City has implemented several initiatives designed to improve employee satisfaction, promote longevity, and enhance professional growth. The City has implemented the following recruitment and retention efforts:

- Utilizing various platforms (LinkedIn, specialty/industry job boards) and social media platform outreach promoting job vacancies to attract a wider candidate pool
- Participate in high school, college, and community events and career fairs
- Continuously review salary structures to remain market-competitive
- Existing partnerships with local colleges and offering internship programs to students
- Conducted a compensation study for all represented employees in IBFA and implemented median adjustments during the current Memorandum of Understanding
- Conducted an Independent Operational Assessment for the Marine Safety Department which included a compensation study
- Conducted a compensation study for all represented employees in SEIU and the City is in the middle of negotiating implementing median adjustments
- Increased the Tuition Reimbursement Program for job-related degrees and certifications
- Offer pay differentials: bilingual-pay, commercial driver certification pay, dive team pay, notary pay, and longevity pay
- Offer flexible work schedules such as 9/80 and 4/10
- 14 paid holidays

- 36 hours of paid floating holiday
- Paid holiday furlough between December 24<sup>th</sup> and January 1<sup>st</sup>
- Vacation and sick pay, including vacation cash out opportunities
- Paid health insurance benefits for employee and family members plus dental and vision coverage
- Short-term and long-term disability and life insurance benefits
- Retirement benefits
- Annual years-of-service recognition event
- Employee wellness programs

#### Next Steps

The Human Resources Department will continuously monitor vacancy rates for each employee association and will notify the association if their respective vacancy rate reaches 20%. The City will continue to make a presentation at a public hearing at least once per fiscal year to comply with Assembly Bill 2561.

#### **ENVIRONMENTAL DETERMINATION:**

Not a project as defined by CEQA.

#### **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.