



# PASADENA

## Annual Recruitment and Vacancy Report

### Human Resources Department

May 19, 2025





# Annual Recruitment and Vacancy Report

## Human Resources Department

- **Background**
  - > AB 2561 mandates that public agencies must present vacancy data and recruitment/retention efforts annually, to promote transparency and effective workforce management.
- **Compliance**
  - > Human Resources Department will conduct a public hearing prior to the adoption of the annual budget
  - > Employee Organizations will be allowed to present info on vacancies
  - > Human Resources will provide additional vacancy details for employee organizations that exceed 20% on request of the employee organization



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### Citywide Vacancies

- Overall Vacancy Rate for represented employees: 9.7%
- No bargaining unit currently exceeds a 20% vacancy rate.
- Bargaining Unit Vacancy Rates:
  - > American Federation of State, County and Municipal Employees (AFSCME), Local 858: 11.3%
  - > International Brotherhood of Electrical Workers (IBEW): 9.2%
  - > International Union of Operating Engineers (IUOE): 10.5%
  - > Laborers' International Union of North America (LIUNA): 14.7%
  - > Pasadena Fire Fighters Association (PFFA): 7.7%
  - > Pasadena Firefighters Management Association (PFMA): 0%
  - > Pasadena Management Association (PMA): 8.6%
  - > Pasadena Police Lieutenants Association (PPLA): 0%
  - > Pasadena Police Officers Association (PPOA): 4.3%
  - > Pasadena Police Supervisors Association (PPSA): 7.1%
  - > Service Employees International Union (SEIU): 3.7%



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- **Recruitment Activity (FY 2025)**

- > Staffing Requests received: 206
- > Job postings as of April 7, 2025: 122
- > Positions filled (hired or promoted): 348
- > Average time to hire from notice of vacancy to hire date: 73 days

- **Recruitment Enhancements**

- > Online requisition and onboarding processes
- > Dedicated Employment Services email for better communication with candidates
- > Enhanced outreach: LinkedIn, job fairs, HBCUs
- > National Testing Network partnership for enhanced sworn officer outreach



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- **Retention Initiatives**

- > Gallup Employee Engagement Survey
  - 1468 employees completed the survey
  - Mean score of 3.87
- > HR conducted 44 salary surveys, resulting in market/equity adjustments for 160 classifications, and established 15 new classifications
- > Enhanced Wellness programs
  - Kaiser Mobile
  - Walking Wednesdays
- > Eaton Fire Employee Survivor Support



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- **Fiscal Impact**

- > No direct fiscal impact to this recommended action. Budget implications are addressed via regular budgeting process.

- **Recommendation**

- > Receive and file the annual report on recruitment and vacancy rates in compliance with Assembly Bill 2561.

Questions?





# Reference Slides

## Human Resources Department

- HR KPI – Average Days Posting to Referred List**

FY	Recruitment Type	Avg Days Posting to Refer List	KPI - Percentage within 90 days
2022	Open	57.81	88%
	Promotional	57.98	
2023	Open	63.08	92%
	Promotional	60.18	
2024	Open	59.42	92%
	Promotional	56.05	
2025	Open	52.95	91%
	Promotional	53.89	



# Reference Slides

## Human Resources Department

- HR Recruitment Activity**

FY	Requisitions Received	Recruitment Postings	Applications Received	Hires Made
2022	375	374	20365	264
2023	332	332	21714	231
2024	312	275	21229	334
2025	346	166	24306	354