

Agenda Report

May 19, 2025

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: PUBLIC HEARING: ANNUAL RECRUITMENT AND VACANCY REPORT

RECOMMENDATION:

It is recommended that the City Council, after a public hearing:

1. Find that the proposed action in the agenda report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) "Common Sense" exemption; and
2. Receive and file the annual report on recruitment and vacancy rates.

BACKGROUND:

Assembly Bill 2561, introduced by Assembly Member McKinnor and signed into law on September 22, 2024, amends the Meyers-Milias-Brown Act to address the issue of job vacancies in local government. The Legislature recognized that high vacancy rates adversely affect public service delivery and increase workloads for existing employees, leading to burnout and higher turnover. To mitigate these challenges, AB 2561 mandates that public agencies present the status of vacancies and their recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year. This initiative aims to promote transparency and encourage proactive strategies to maintain adequate staffing levels.

To comply with AB 2561, the City of Pasadena will present workforce vacancy data and recruitment and retention efforts during a public hearing at least once per fiscal year. During the public hearing, recognized employee organizations are entitled to make a presentation. Human Resources has provided notice to each union about the date and time of hearing, as well as their right to present.

Upon request by the recognized employee organization, the City will provide additional information for bargaining units with vacancy rates of 20% or more, detailing total

number of job vacancies within the bargaining unit, applicant numbers, time-to-fill metrics, and opportunities for improving compensation and conditions.

As part of the City's ongoing commitment to workforce planning and operational efficiency, the Human Resources Department compiles an annual report on recruitment activities and vacancy trends. This report provides an overview of vacancy rates, hiring efforts, and key workforce challenges, ensuring transparency and supporting informed decision-making regarding staffing needs.

The data presented in this report reflects the workforce status as of April 7, 2025. This report serves as a valuable tool for evaluating the effectiveness of recruitment strategies, identifying areas for improvement in workforce planning, and ensuring compliance with AB 2561 and Government Code Section 3502.3.

Vacancy Rate Analysis and Recruitment Activities:

The following data summarizes the City's current vacancy rates, recruitment activities, and retention efforts:

1. Overall Vacancy Rate for represented employees: 9.7%
2. No bargaining unit currently exceeds a 20% vacancy rate.
3. 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%
4. Recruitment Efforts and Enhancements in Fiscal Year 2025 (since July 1, 2024):
 - Number of staffing requests received: 206
 - Total job postings for FY 2025 – 122
 - Number of current active postings on the City's Online Employment Center – 37

- Number of positions filled (hired or promoted): 348
 - Average days from referral to hire date: 73 days
- Implemented an online requisition (staffing request) process to expedite the beginning of a recruitment to shorten the vacancy.
- Implemented an online onboarding process to expedite hiring and provide a positive first impression to new hires.
- Developed a new general Employment Services email, setting clear communication standards to candidates.
- Increased LinkedIn engagement with enhanced postings and increased followers from 9,000 to 12,000 in 2024.
- Police Department
 - Enhanced the Police Trainee recruitment examinations, postings, and outreach.
 - Partnered with National Testing Network, nationwide Police/Fire recruitment testing organization.
 - Collateral team of 45 sworn and non-sworn employees who conduct extensive outreach at the following:
 - Job fairs, colleges, air shows, and special events
 - Historically Black Colleges in Atlanta
- Fire Department
 - Supported third year of Paramedic Intern program to target local candidates.
 - Pasadena and Glendale collaboration on Women's Empowerment Camp.
 - Supported annual firefighter trainee recruitments and academies.

5. Retention Status and Initiatives:

- Voluntary turnover rate has decreased significantly, from 8% in FY 2024 to 1.26% through Q3 of FY 2025. This figure does not include retirements, involuntary separations or temporary employees.
- Gallup Employee Engagement Survey
 - Over 1,400 employees completed the engagement survey.
 - Our citywide engagement score was 3.87 out of 5 (80th percentile for governmental agencies).
- Completed 44 salary surveys, resulting in market/equity adjustments for 160 classifications to enhance recruitment/retention.
- Established 15 new classifications, 8 job title changes, processed 40 FY 2026 budget requests, and brought 11 Class & Comp Agenda Reports to Council to ensure jobs keep pace with operational changes and needs.

- Employee Wellness
 - Kaiser Mobile Health Vehicle Event
 - Launched Walking Wednesdays at City Hall
 - Promoted enhanced Employee Assistance Program for mental health and wellbeing support
- Eaton Fire Employee Survivor Support
 - Offered temporary shelter, paid time off, enhanced flexibility, consultations with relocation specialists, and other resources to employees displaced by the Eaton Fire.

The City will continue implementing targeted recruitment strategies, including outreach efforts, competitive compensation analyses, and streamlined hiring processes to address staffing needs effectively.

The City has integrated the Gallup Employee Engagement Survey to foster a more connected and productive workforce. This includes conducting annual employee engagement surveys, analyzing feedback to drive workplace improvements, and implementing strategies that enhance job satisfaction and performance. Additionally, retention programs such as robust development trainings, acting assignment opportunities, and the City's wellness initiatives have been prioritized to promote long-term workforce stability and organizational growth.

ENVIRONMENTAL ANALYSIS:

The proposed action is exempt from the CEQA pursuant to State CEQA Guidelines Section 15061 (b) (3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects which may have the potential for causing a significant effect on the environment. The proposed action will not result in any new development or physical changes.

COUNCIL POLICY CONSIDERATION:

Approval of staff's recommendation supports the City Council's strategic goal of maintaining fiscal responsibility and stability by promote transparency and encouraging proactive strategies to maintain adequate staffing levels.

FISCAL IMPACT:

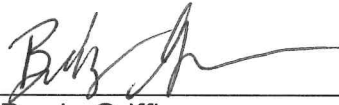
This report has no direct fiscal impact. However, vacancy rates and recruitment efforts may have budgetary implications, which will be addressed through the City's regular budgeting process.

Respectfully submitted,



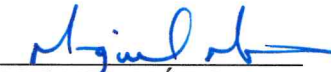
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