



Annual Recruitment and Vacancy Report

Human Resources Department

January 26, 2026





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Human Resources Department

Recommendation

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

Background

AB 2561 mandates public agencies to present vacancy data and recruitment/retention efforts annually. This promotes transparency and effective workforce management, enabling data-driven staffing decisions and improving operational efficiency.



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Compliance

- Human Resources Department will conduct a public hearing prior to the adoption of the annual budget.
- Employee Organizations will be allowed to present information on vacancies.
- Human Resources will provide additional vacancy details for employee organizations that exceed 20% on request of the employee organization.



Citywide Vacancies

Human Resources Department

1. Overall Vacancy Rate for represented employees: 7.9% (*Previous Year – 9.7%*)
2. No bargaining unit currently exceeds a 20% vacancy rate.
3. Bargaining Unit Vacancy Rates:

Bargaining Unit	Full Time Employees (FTE)	2025 Vacancy Rate	2026 Vacancy Rate	Year Over Year Change
American Federation of State, County and Municipal Employees (AFSCME)	319	11.3%	8.2%	-3.1%
International Brotherhood of Electrical Workers (IBEW)	131	9.2%	5.3%	-3.9%
International Union of Operating Engineers (IUOE)	21	10.5%	14.3%	3.8%
Laborers' International Union of North America (LIUNA)	371	14.7%	10.2%	-4.5%
Pasadena Fire Fighters Association (PFFA)	153	7.7%	3.9%	-3.8%
Pasadena Firefighters Management Association (PFMA)	9	0.0%	0.0%	0.0%
Pasadena Management Association (PMA)	586	8.6%	9.9%	1.3%
Pasadena Police Lieutenants Association (PPLA)	14	0.0%	0.0%	0.0%
Pasadena Police Officers Association (PPOA)	215	4.3%	2.3%*	-2.0%
Pasadena Police Supervisors Association (PPSA)	15	7.1%	13.3%	6.2%
Service Employees International Union (SEIU)	27	3.7%	3.7%	0.0%

**Includes 9 PPOA-Police Officer positions underfilled as Police Trainees*



Recruitment Activities and Enhancements

Human Resources Department

- Enhanced outreach: LinkedIn, Eaton Fire Collaborative
- Onboard portal has reduced the onboarding timeline
- Fire Department
 - > 4th year of paramedic intern program targeting local talent
 - > Supported promotional process for three new Battalion Chiefs
 - > Recruit academy with 19 FF trainees scheduled to graduate in April
- Housing
 - > Developed online practice written exam for MASH candidates
- Library
 - > Two career readiness trainings to enhance promotional preparedness
- PRCS
 - > Enhanced ROSE program
- Police
 - > Created Senior Park Safety Specialist and Lead Detention Officer classifications
 - > Team of 45 sworn and non-sworn Police employees conducted extensive outreach at job fairs, colleges, air shows, and special events.



Recruitment Activities and Enhancements

Human Resources Department

- **Public Works Department**
 - Collaborated to create a Proactive Related Operations (PRO) team.
- **Transportation Department**
 - Increased Parking Enforcement Representative (PER) staffing and hired a total of seven new PER staff.
- **Water and Power Department**
 - Enhanced job-related assessments to improve candidate evaluation quality and consistency for classifications such as Water Treatment Operator, Associate Engineer, and Assistant Engineer.
 - Increased administration of same-day multiple test component processes for Electrical Craft Helper, Electrical Distribution and Mechanic.



Retention Initiatives

Human Resources Department

- **Gallup Employee Engagement Survey**
 - > 1606 employees completed the survey (80%)
 - > Mean score of 4.00 (last year 3.87)
- **Market Salary surveys and Reclassifications**
 - > Efforts to stay competitive and adapt to operational changes
- **Ten new classifications**
- **Wellness programs**
 - > Kaiser Mobile
 - > Walking Wednesdays
 - > Enhanced Employee Assistance Program for mental health and wellbeing support
- **The voluntary turnover rate for FY 2025: 4.74%**
 - > FY 2024 turnover rate was 8.17%



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Fiscal Impact

No direct fiscal impact. Budget implications addressed via regular budgeting process.



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Questions?

