



Annual Recruitment and Vacancy Report

Human Resources Department

January 26, 2026





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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.

Questions?

