



Agenda Report

January 26, 2026

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 not a “project” subject to the California Public Resources Code (“PRC”) Section 21065 and within the meaning of California Environmental Quality Act (“CEQA”) Guidelines Section 15378(b); and
2. Receive and file the annual report on recruitment and vacancy rates.

BACKGROUND:

Assembly Bill 2561 (AB 2561), signed into law on September 22, 2024, amended the Meyers-Milias-Brown Act by adding Government Code section 3502.3 and establishing an annual public hearing requirement on job vacancies. The Legislature found that persistent vacancies can disrupt service delivery and increase workload and burnout for remaining employees, contributing to turnover. AB 2561 is intended to promote transparency and prompt public agencies to assess and address barriers to timely hiring and retention.

To comply with AB 2561, the City of Pasadena Human Resources Department presents an annual report to City Council on the status of vacancies and the City’s recruitment and retention efforts, prior to adoption of the final budget for the fiscal year. During the hearing, the City will also identify policies, procedures, or recruitment activities that may be creating obstacles in the hiring process and potential changes that could improve outcomes. Recognized employee organizations are entitled to make a presentation during the same public hearing regarding vacancies and staffing impacts within their respective bargaining units, and Human Resources has provided notice to each recognized employee organization of the hearing date, time, and 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 January 1, 2026. 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: 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

4. Recruitment Efforts and Enhancements since last report (April 8, 2025):
 - o Number of staffing requests received: 244
 - Total job postings – 122

- Number of current active postings on the City's Online Employment Center – 41
- Number of positions filled (hired or promoted): 246
- Continued implementing 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.
- The Onboard portal has reduced the typical onboarding timeline from over a week to 2 to 3 days from initial candidate outreach to completion.
- Increased LinkedIn engagement with enhanced postings and increased followers from 12,000 to 14,000.
- Attended seven college career fairs and two local job events; partnered with Police and Public Works Departments for joint participation in industry-specific job fairs.
- Continued Pasadena Unified School District (PUSD) Job Shadow Day program to support community engagement.
- Supported all 17 operating departments in achieving staffing needs through recruitment, testing, and selection strategies. The list below highlights a selection of the Human Resources Department's partnership efforts:

Fire Department

- Supported fourth year of CSW Paramedic Intern program to target local candidates, hiring five interns scheduled to begin paramedic school in January 2026 along with three Pasadena Firefighters.
- Supported annual Firefighter Trainee recruitments and academies, hiring 19 recruits for a 20-week academy with a projected graduation date of April 2026.
- Supported the promotional process for three new Battalion Chief positions.

Housing Department

- Offered flexible options for MASH testing to increase participation and accessibility.
- Developed and posted an online practice written exam to help MASH candidates prepare for the test.

Library and Information Services Department

- Developed and delivered two targeted career readiness trainings: “The Promotional Process” and “The Interview” to enhance professional growth.
 1. Clarified City’s promotional process and strengthened interview preparedness through practical tools and confidence-building strategies.
 2. Improved transparency and reduced uncertainty around advancement opportunities.

Parks, Recreation, & Community Services

- Expanded staffing for the City’s ROSE (Realizing Opportunities through Skillful Employment) Program. ROSE is an internship program that serves Pasadena youth and young adults ages 14 to 24 from low- to moderate-income households. Last year, the program operated with one staff member. This year, we have two staff members and one additional position currently in recruitment.

Police Department

- Enhanced the Police Trainee recruitment examinations, postings, and outreach.
- Continued our partnership with National Testing Network, a nationwide Police/Fire recruitment testing organization.
- Created Senior Park Safety Specialist classification.
 1. Purpose of the Senior classification is to provide an internal advancement pathway, support field leadership and mentoring, and improve retention in a hard-to-fill public safety support role.
 2. Promoted two long-term Park Safety Specialist (PSS) employees into the Senior classification.
 3. PSS vacancies have been addressed through internal advancement and targeted recruitment, improving the City’s ability to fill openings and maintain coverage.
 4. Some PSS turnover is the result of upward mobility, with employees advancing to Police Officer positions.
- Collateral team of 45 sworn and non-sworn employees who conduct extensive outreach at job fairs, colleges, air shows, and special events.

Public Works Department

- Collaborated with Public Works leadership to create a Proactive Related Operations (PRO) team to provide additional building maintenance and repair assistance citywide which led to four additional FTEs.

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.

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

5. Retention Status and Initiatives:

- The voluntary turnover rate for FY 2025 was 4.74%, compared to the voluntary turnover rate of 8.17% in FY 2024. This figure does not include retirements, involuntary separations or temporary employees.
- Gallup Employee Engagement Survey
 - The 12-question survey measures overall employee engagement, which is a leading indicator of retention, performance, and service quality. Results are used to make practical improvements to the workplace to retain employees and strengthen results.
 - Over 1,600 employees completed the engagement survey, up from 1,468 in 2024.
 - The citywide engagement score rose from 3.87 to 4.00 out of 5.00 (87th percentile for governmental agencies) in 2025.
- Classification and Compensation Division Efforts
 - Completed 36 salary surveys, resulting in market/equity adjustments for 74 classifications to enhance recruitment/retention.
 - Established 10 new classifications, eight job title changes, and brought seven Class & Comp Agenda Reports to Council for

approval to ensure jobs keep pace with operational changes and needs.

- Employee Wellness
 - Hosted a Kaiser Mobile Health Vehicle Event to provide free preventative health screenings to employees.
 - Launched Walking Wednesdays at City Hall to provide a brief, regular opportunity for movement and connection.
 - Promoted an enhanced Employee Assistance Program for mental health and wellbeing support.
- Professional Development and Training
 - Delivered a comprehensive and strategically aligned curriculum to support employee development across all career stages. A total of 115 sessions were facilitated, engaging over 3,098 participants in topics ranging from internal audit controls to digital accessibility.
 - Strategic partnerships with Citrus College, California State University, Northridge, and Claremont Lincoln University expanded access to higher education through both in-person and virtual options.
 - Sponsored ten employees to participate in Leadership Pasadena to cultivate informed, motivated, and community-minded leaders equipped to drive meaningful impact within their teams and beyond.
- Eaton Fire Support
 - Partnering with Eaton Fire Collaborative to host monthly job resource kiosk available to the community (beginning in February 2026).
 - Continued providing resources to employees displaced by the Eaton Fire, including replacement of City service awards and coordinating a regular food delivery service to City Hall for impacted staff.
 - In collaboration with the County of Santa Clara's Trauma Recovery Center, Pasadena Public Health and Lodestar Consulting, they facilitated educational sessions to address emotional and psychological needs following the Eaton Fire.

The City has continued the Gallup Employee Engagement Survey to foster a more connected and productive workforce. This includes conducting our 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 not a "project" subject to the California Public Resources Code ("PRC") Section 21065 and within the meaning of California Environmental Quality Act ("CEQA") Guidelines Section 15378(b). The proposed action constitutes a continuing administrative or organizational activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment.

COUNCIL POLICY CONSIDERATION:

Approval of staff's recommendation supports the City Council's strategic goal of maintaining fiscal responsibility and stability by promoting 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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