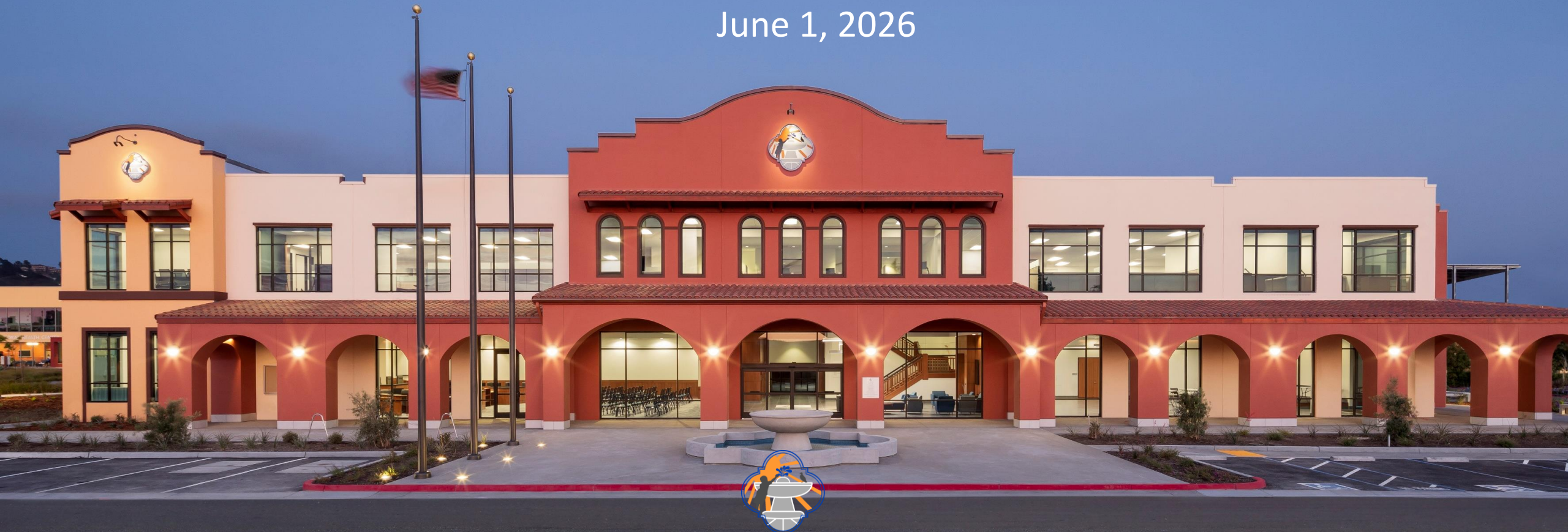


# Assembly Bill 2561 Annual Report on City Vacancies, Recruitment and Retention Efforts (Government Code Section 3502.3)

June 1, 2026



# What is AB 2561?

AB 2561 requires public agencies, including the City to hold at least one (1) public hearing per fiscal year to discuss vacancies, recruitment and retention efforts.

# Goals of AB 2561

- Introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload.
- Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a **scheduled public hearing** before the agency's governing body **at least once per fiscal year**.

# Key Provisions

AB 2561 requires public agencies, including the City to hold **at least one (1) public hearing** per fiscal year to provide reports on vacancies (unfilled budgeted position), recruitment, and retention efforts.

Allow the recognized employee organizations for each bargaining unit to make a presentation

If vacancies within a single bargaining unit **meet or exceed 20%** of authorized then upon request of the recognized employee organization the City must provide additional information during the public hearing, such as:

- Total number job vacancies within the bargaining unit;
- The total number of applicants for vacant positions within the bargaining unit;
- The average number of days to complete the hiring process from when a position is posted; and
- Opportunities to improve compensation and other working conditions.

# City of San Pablo Bargaining Units

Bargaining Units	Represented Classifications
The Association of Intermediate Employees (AIE)	Assistant/Associate Engineer, Assistant/Associate Planner, Community Services Coordinator I/II, Community Services Supervisor, Environmental Program Analyst, IT Administrator, IT Supervisor, IT Technician, Maintenance Supervisor, Management Analyst, Senior Environmental Program Analyst, Senior Management Analyst
Operating Engineer Local 3 (OE3)	Admin Clerk I/II, Admin Secretary, Building Inspector, Engineering Aide, Engineering Technician, Fiscal Clerk I/II, Maintenance Worker I/II, Paratransit Driver, Permit Technician I/II. Planning Aide, Public Works Inspector I/II, Senior Admin Clerk, Senior Maintenance Worker, Senior Permit Technician, Senior Public Works Inspector
San Pablo Police Employees' Association (SPPEA)	Police Officer, Police Sergeant, Police Officer Trainee, Police Services Technician, Police Executive Assistant, Police Admin Clerk, Police Support Services Supervisor
San Pablo Police Employees' Association (Police Management Unit)	Police Captain, Police Lieutenant, Police Support Services Manager

# 2025 Vacancy Rate by Bargaining Group

City of San Pablo Bargaining Group	# of Budgeted Positions	# of Vacancies	% of Vacancies by Group
The Association of Intermediate Employees (AIE)	21	2	9.52%
Operating Engineer Local 3 (OE3)	31	2	6.45%
San Pablo Police Employees' Association (SPPEA)	73	3	4.11%
San Pablo Police Employees' Association (Police Management Unit)	7	0	0.00%
Confidential Classifications	8	1	12.50%
Division Managers	11	2	18.18%
Executive Management	6	0	0.00%
City Manager/City Attorney	2	0	0.00%
City Wide	159	10	6.29%

# 2025 Vacancy Rate by Department

City of San Pablo Bargaining Group	# of Budgeted Positions	# of Vacancies	% of Vacancies by Group
City Manager's Office	9	1	11.11%
City Attorney's Office	2	0	0.00%
Public Works	27	3	11.11%
Administrative Services (Finance & Information Technology)	12	0	0.00%
Community Services	13	2	15.38%
Community Development	13	1	7.69%
Police Department	83	3	3.61%
City Wide	159	10	6.29%

# Overview of Recruitment Process

1. A vacancy is created
2. A Request is sent to HR to fill the vacancy
3. The job is Posted
4. Application Screening
  - I. Minimum Qualifications Screening by HR
  - II. Subject Matter Expert review by the department
5. Candidate Interviews
  - I. Outside Panel Oral Board Exam
  - II. Internal Department Interview
6. Conditional Job Offer
7. Pre-employment Process
8. Job Placement

# 2025 Recruitment Data

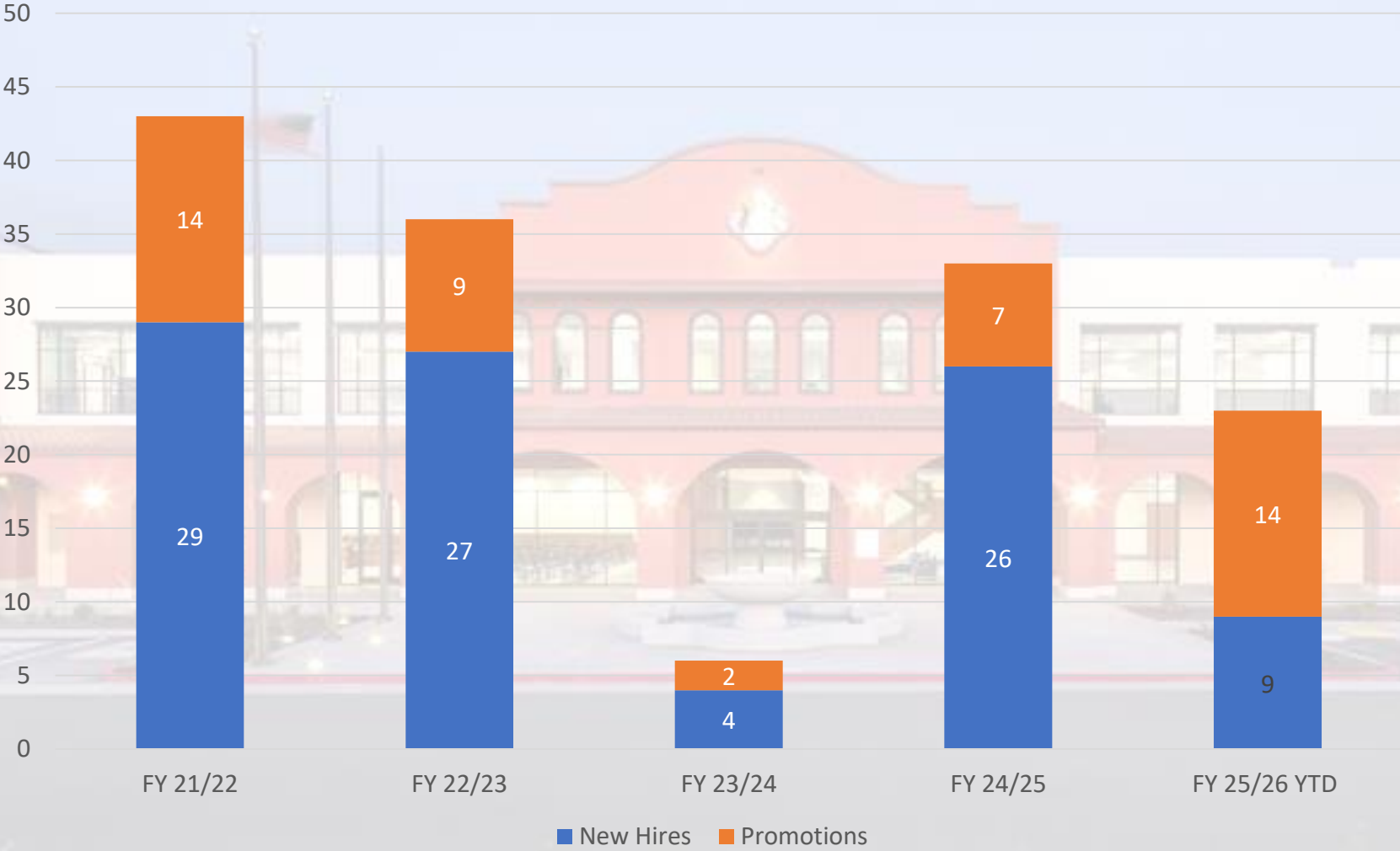
- In 2025 the Human Resources Department Posted 6 jobs for recruitment.
  - 5 Open to all
  - 1 Internal/Promotional
- A total of 256 Application were received throughout the recruitments.
- 7 Full Time Vacancies were Filled (Several appointments from the same eligibility list)
- On average it took 80 days to fill a Vacancy from the date the posting expired to the employee's first day.

*\*Hiring freeze between August 15, 2024 to February 15, 2025 & Oct 1, 2025 to March 31, 2026*

Job Postings	Applications Received	Vacancies Filled	Average time to fill Vacancies
6	256	7	80 Days

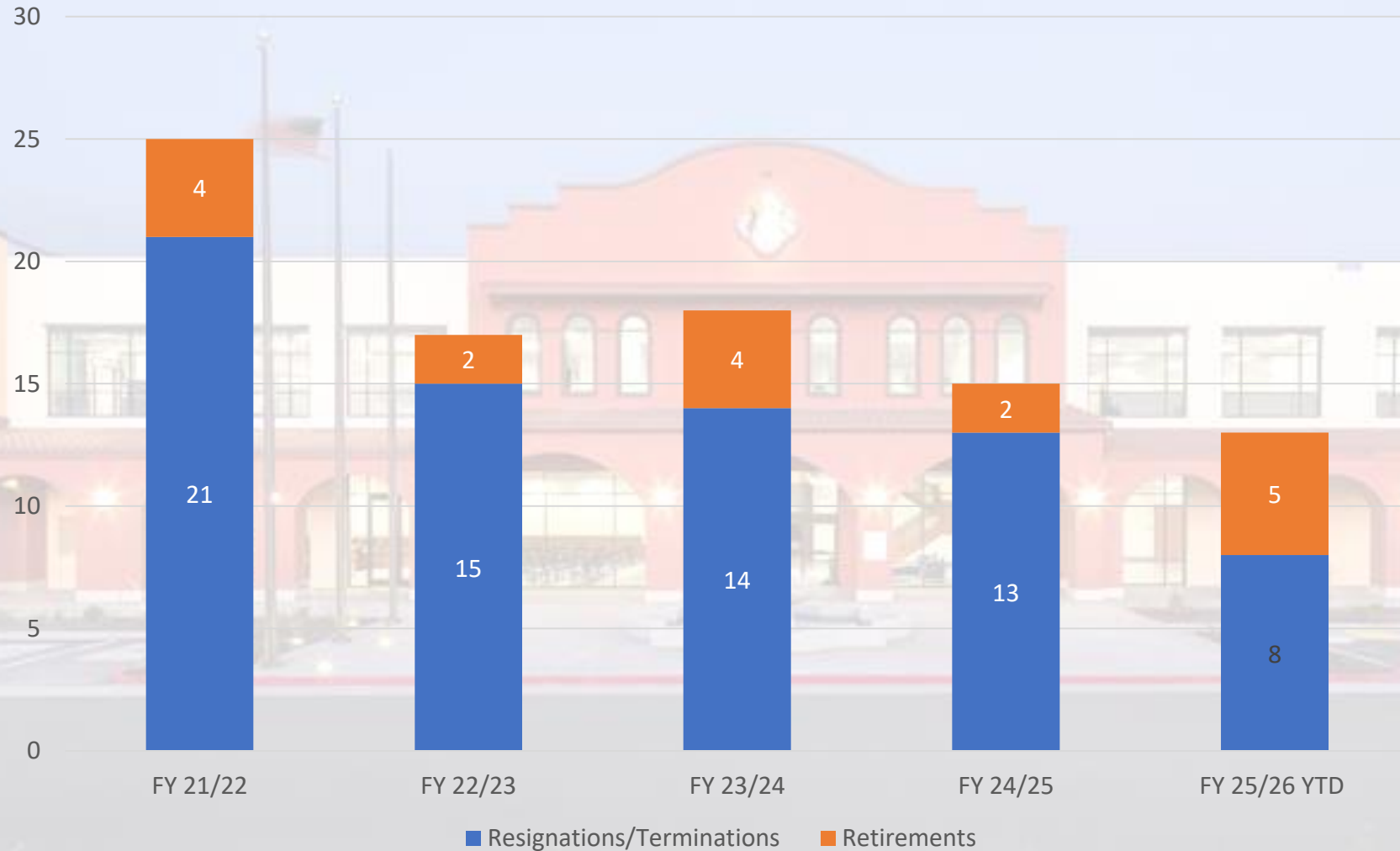
# New Hires and Promotions (Historical Trends)

Full Time Employees by Fiscal Year



# Retirements & Resignations (Historical Trends)

Full Time Employees by Fiscal Year



# Retention Efforts

In support of our workplan priority plan to remain an employer of choice, to attract and retain talent and continue to provide the community with exceptional services we are advancing a range of efforts focused on upholding this plan. The following highlights key actions and initiatives currently underway to strengthen our organization and ensure we continue delivering exceptional service to the community.

- **Telework Policy**
  - Promote work-life balance
- **Wellness Program**
  - Massage Day
  - Paint & Sip Events
  - Mindfulness Classes
- **Cultural Survey**
- **Employee Recognition Programs**
  - Birthday Celebrations
  - Employee of the Month
  - Employee of the Year
- **Professional Development**
  - Training Programs
  - Tuition Reimbursement

# The City of San Pablo Takes Pride in hiring locally

Distance From City Hall	Employees	Percentage
San Pablo Residents	13	8.81%
Within 15 Miles	44	27.67%
15 – 30 Miles	54	33.96%
30+ Miles	46	29.56%

# Longevity YTD

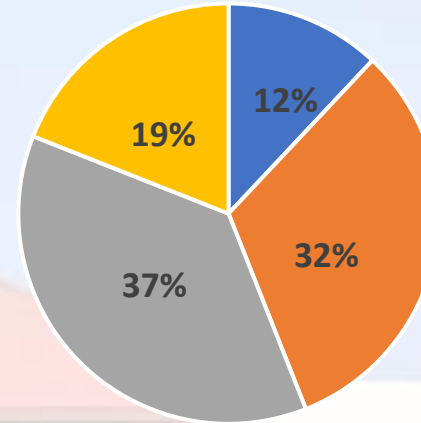
Years of Service	Employees	Percentage
5 years or less	63	42%
5 – 9 years	39	26%
10 – 14 years	21	14%
14 – 19 years	8	5.33%
20 + Years	19	12.67%

# Employee Demographics

## Race:

- White: 37%
- Hispanic: 32%
- Asian/Pacific Islander: 19%
- Black: 12%

Race

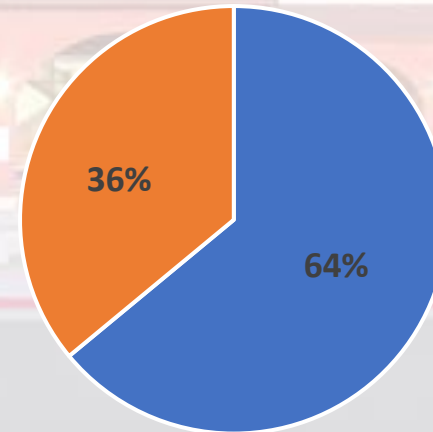


■ Black ■ Hispanic ■ White ■ Asian/Pacific Islander

## Gender:

- Male: 64%
- Female: 36%

Gender



■ Male ■ Female

# Questions & Discussion

