



# **AB 2561 Compliance:**

## **Vacancies and Recruitment and Retention Efforts**

**May 27, 2025**

Presented by:  
Kristi Carter, Human Resources Manager

# Presentation Agenda

1. AB 2561 Summary
2. Workforce Overview
3. Vacancy Information
4. Recruitment Cycle and Efforts
5. Retention Statistics and Efforts



# AB 2561 Summary

- ▶ Effective January 1, 2025, Assembly Bill 2561 mandates that public agencies present the status of job vacancies and recruitment and retention efforts at a public hearing before their governing body at least once per fiscal year prior to the adoption of the final budget.
  - ▶ Applies to public agencies subject to the Meyers-Milias-Brown Act (Gov. Code Section 3502.3).
  - ▶ First presentation under the new law.



# Workforce Overview

- Total Budgeted/Authorized Full-Time Positions for calendar year ending December 31, 2024: **64**
- Services Rendered to Public by Budgeted/Authorized Workforce:
  - City Manager's Office
  - City Clerk's Office
  - Community Development (Planning, Building, Code Enforcement)
  - Finance (Information Technology)
  - Human Resources
  - Parks & Recreation
  - Police/Public Safety
  - Public Works (Engineering & Maintenance)



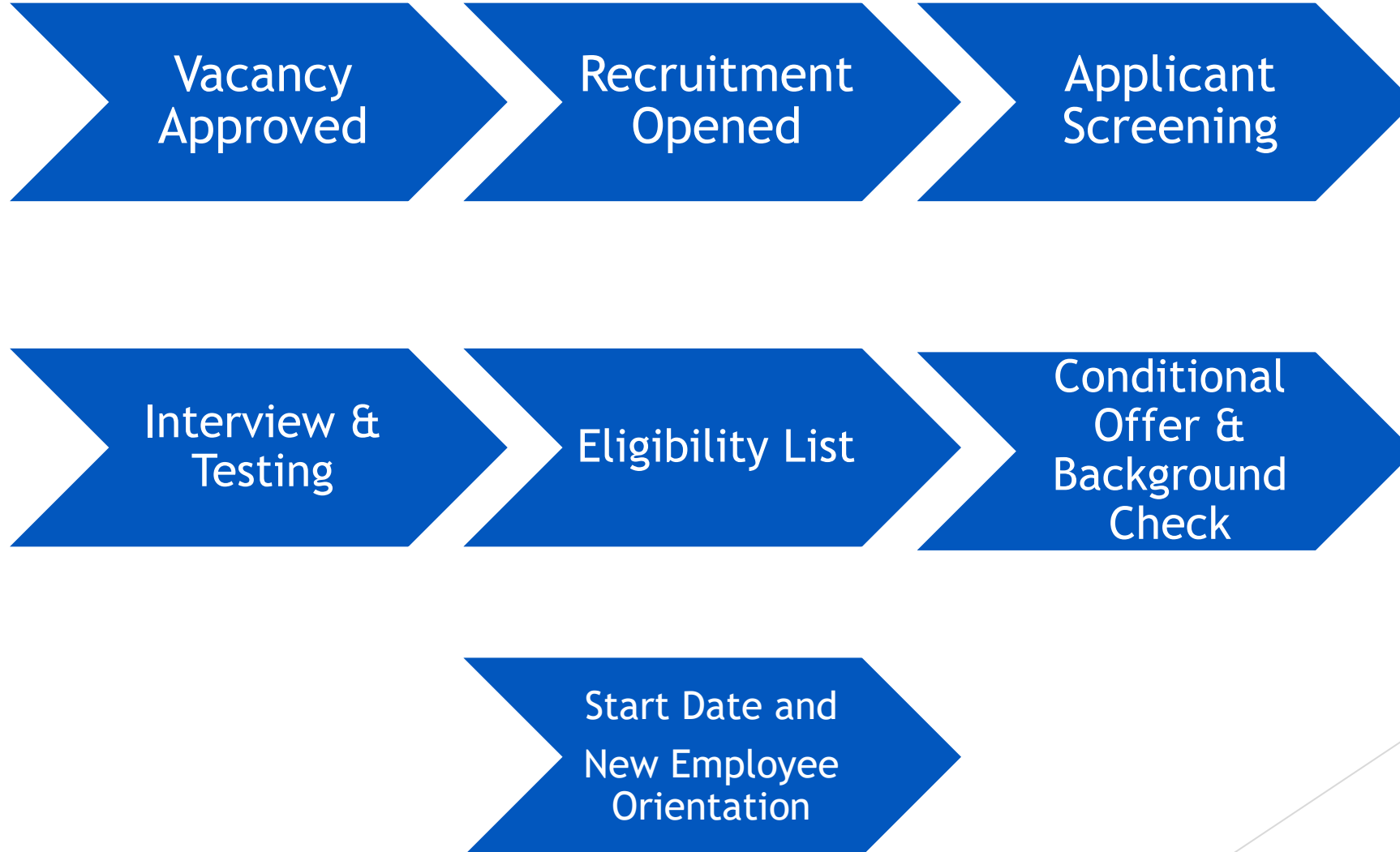
# Vacancy Information

Employee Group	# of Budgeted Positions	# of Vacancies	Vacancy Rate
Teamsters Local 315	24	1	4.17%
Hercules Police Officers' Association	23	1	4.35%
Executive Level Employees	6	1	16.67%
Mid-Management Employees	3	0	0%
Non-Represented Employees	7	0	0%

As of December 31, 2024



# Recruitment Life Cycle



# Recruitment Efforts

- ▶ Enhanced Job Postings
  - ▶ NEOGOV/Governmentjobs.com
- ▶ Enhanced Advertising
- ▶ Collaboration with Hiring Managers/Departments
- ▶ Comprehensive Benefits Package



# Retention Statistics

Calendar Year 2024	Count
<b>Total Vacancies</b>	<b>4</b>
Vacancies Created by Newly Budgeted Positions	1
Vacancies Created by Internal Promotions and Transfers	0
Vacancies Created by Retirement	1
Vacancies Created by Resignation	2
Vacancies Created by Involuntary Separation	0
<b>Retention Rate</b>	<b>94%</b>





# Retention Efforts

- ▶ Work-Life Balance Initiatives
  - ▶ Four-day, 38-hour workweek for non-sworn employees
  - ▶ Telecommuting options available for eligible positions
- ▶ Comprehensive Benefits Package
- ▶ Professional Development Programs
- ▶ Supportive Work Environment
  - ▶ Collaborative culture fostering teamwork and innovation
- ▶ Community Engagement and Recognition



# THANK YOU



# QUESTIONS

