



AGENDA STAFF REPORT

DATE: May 12, 2025

TO: Honorable Mayor and City Council

THRU: Patrick Gallegos, Interim City Manager

FROM: Iris Lee, Director of Public Works

SUBJECT: **Receive and File an Informational Update to Comply with Assembly Bill 2561 (Government Code Section 3502.3) Regarding Vacancies, Recruitment, and Retention Efforts**

SUMMARY OF REQUEST:

That the City Council receive and file an informational update, in accordance with Assembly Bill 2561, on vacancies, recruitment, and retention efforts.

BACKGROUND AND ANALYSIS:

Assembly Bill 2561 (AB 2561) was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. The bill mandates that public agencies conduct an annual public hearing to present the status of vacancies, recruitment, and retention efforts. The presentation must be completed prior to the adoption of the next fiscal year's budget and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. The bill was enacted into law and is codified as Government Code section 3502.3, effective January 1, 2025.

In compliance with the new legal obligations, the City is required to complete the following:

1. Public Hearing – Report on Vacancies, Recruitment, and Retention:

Currently, there are four full-time vacancies. A summary is included below.

Position	Bargaining Unit	Cause	Status
Management Analyst (Finance)	Mid-Management and Confidential Employees Association	Resignation for external opportunity.	Recruitment posted. First review of applications 05/12/2025.

Police Officer (Asset Forfeiture)	Police Officers Association	Choice by department to not fill this vacancy.	N/A
Assistant Engineer	Seal Beach Supervisors and Professionals Association	Death.	Recruitment posted. First review of applications 05/19/2025.
Executive Assistant	Seal Beach Supervisors and Professionals Association	Choice by department to not fill this vacancy.	N/A

Recruitment and retention efforts are critical to the success of the City. Ensuring the City is fully staffed is of utmost importance to provide excellent service to residents. Recently, the City switched to Neogov (Government Jobs) for recruitment efforts to create better user experiences for everyone involved in the process, from applicants to department staff, in addition to casting a wider net for applicants. The City also recognizes employee engagement as a key to retention and supports the Staff Engagement Team. Lastly, the City maintains relations with bargaining units to execute mutually agreeable memorandums of understanding.

The City is committed to continuously reviewing policy and procedures to make recruitments more efficient while also safeguarding the process. While the City currently does not have a staff member solely dedicated to recruitment efforts, through a team effort, the City has made strides in filling vacancies.

2. Employee Organization Participation: Recognized employee organizations for each bargaining unit at the City are able to make presentations during the public hearing. The Human Resources Department notified the City's six (6) represented bargaining units of the opportunity to present. (Gov. Code § 3502.3(b).)
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies within the bargaining unit; (2) the number of applicants; (3) the average number of days to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

No vacancy rates within any of the City's six (6) bargaining units meet or exceed 20 percent of authorized full-time positions in that bargaining unit. Vacancy rates are provided below.

Bargaining Unit	Vacancy Rate
Mid-Management and Confidential Employees Association	7%
Orange County Employees Association	0%
Police Management Association	0%
Police Officers Association	3%
Seal Beach Marine Safety Management Association	0%
Seal Beach Supervisors and Professionals Association	12%

ENVIRONMENTAL IMPACT:

This item is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the state CEQA Guidelines because it can be seen with certainty that receiving and filing of an informational update in accordance with AB 2561 will not have a significant impact on the environment.

LEGAL ANALYSIS:

The City Attorney has reviewed and approved the staff report.

FINANCIAL IMPACT:

There is no financial impact associated with the informational presentation.

STRATEGIC PLAN:

This item is not applicable to the Strategic Plan.

RECOMMENDATION:

That the City Council receive and file an informational update, in accordance with Assembly Bill 2561, on vacancies, recruitment, and retention efforts.

SUBMITTED BY:

Iris Lee

Iris Lee, Director of Public Works

NOTED AND APPROVED:

Patrick Gallegos

Patrick Gallegos, Interim City Manager

Prepared by: Lauren Barich, Management Analyst