



# STAFF REPORT

DATE: 05/21/2025  
TO: Honorable Mayor and City Council Members  
FROM: Human Resources Department

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**2025-213**

## REQUEST FOR CITY COUNCIL ACTION

### SUBJECT:

PUBLIC HEARING TO PRESENT THE ANNUAL REPORT ON THE CITY'S PERSONNEL VACANCY RATES AND THE CITY'S RECRUITMENT AND RETENTION EFFORTS

### EXECUTIVE SUMMARY:

Passed in 2024, AB 2561 now mandates the annual reporting of vacant positions in California's public agencies prior to approval of the agency's budget. The report includes a summary of the total vacancies as of the measurement date, the percentage of total vacancies by bargaining unit, and actions the City continues to take to address personnel vacancies and promote employee retention.

### RECOMMENDED ACTION:

That the City Council conduct the public hearing and receive and file this report.

### BACKGROUND & HISTORY:

AB 2561 was written to address the issue of job vacancies in local government. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year, prior to the adoption of the agency's budget. The bill was enacted into law and is codified in Government Code section 3502.3. The new law is effective January 1, 2025.

### ANALYSIS:

The table below provides a summary of the total vacancies and the percentage of total vacancies by bargaining unit and for the City overall, using data as of January 9, 2025. Moving forward, data will be gathered as of December 1<sup>st</sup> each year.

Bargaining Unit	Total Positions	Total Vacancies	Percent Vacant
CFA	122	5	4.1%
CPEA	133	15	11.3%
CPSA	34	0	N/A
CPSEA	379	50	13.2%
CSA	52	4	7.7%
EXEC	16	1	6.3%
MGMT	99	13	13.1%
<b>Total</b>	<b>835</b>	<b>88</b>	<b>11%</b>

The table above highlights the distribution of vacancies across different bargaining units within the City of Corona. The overall vacancy rate is 11%.

### Recruitment and Retention Analysis:

The City recognizes the importance of prioritizing the workforce to improve efficiency and effectiveness. This is in accordance with one of the City's six Strategic Goals, achieving a high-performing government. A few highlights of the objectives mentioned in the strategic plan include conducting annual employee engagement surveys, establishing a staff recognition program to acknowledge the outstanding efforts across the organization, and developing a new employee orientation that reinforces organizational values, goals, and helps provide an exciting onboarding experience. The organization has undertaken several initiatives to attract, reward, and retain top talent. Here are some key efforts:

- **Compensation Adjustments:** In December 2024, the City Council approved updated MOUs and benefit resolutions implementing market-based base pay increases, which helped align employee compensation with market standards. This adjustment made the City more competitive in attracting and retaining talent.
- **Competitive Benefits:** The new employee agreements also adjusted the City's contribution to employee benefit cafeteria plans, bringing these benefits nearer to market comparables. Other employee benefits include annual leave, paid holidays, City-paid life insurance, City match towards 457 deferred compensation plans, tuition reimbursement, certification pay, and other benefits. The City is also piloting a hybrid/remote work policy with its unrepresented employees to promote employee retention by offering flexible work arrangements that improve work-life balance and job satisfaction.
- **Continuous Recruitment:** The City maintains continuous recruitment efforts for critical positions, such as Police Officers and Water Operators, to ensure a steady stream of candidates.

- **Expansive Recruitment Strategies:** The City employs expansive recruitment strategies, including external and internal recruitments to fill vacancies more efficiently. Industry-appropriate targeted advertising is used to ensure that specific job searches reach candidates who are working in those specific fields.
- **Recognition of Service:** The City recognizes years of service with escalating annual leave, which helps retain experienced employees. For example, the Management Group received new accrual rates that increase with each year of service.
- **Employee Wellness Program:** The employee wellness program positively impacts employee retention by reducing stress, improving focus and productivity, enhancing teamwork, and increasing job satisfaction.
- **Focus on Organizational Culture:** A positive, supportive, and meaningful work environment is essential to employee retention. A number of initiatives have been implemented to promote a culture that aligns with the City's values, including Social and Wellness Committees that plan a variety of employee activities throughout the year; quarterly Leadership Forums for professional development; and training and development opportunities for employees at all levels.

Overall, these efforts are working together to improve recruitment and retention, ensuring that the city can maintain a stable and effective workforce to provide essential services to the community.

#### **FINANCIAL IMPACT:**

There is no financial impact associated with the recommended action.

#### **ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The approval of this action will not result in a significant effect on the environment. Therefore, no environmental analysis is required.

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