

	<b>La Habra and Procedures</b>	
	<b>Policy Number:</b>	(TBD)
	<b>Approved by:</b>	City Manager
		<b>Effective Date:</b> 6/2/2025
Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts		
<b>Prepared By:</b>	Human Resources Department	
<b>Scope:</b>	Applies to City Management and the City Council.	
<b>Purpose:</b>	This policy establishes the framework and requirements for holding public hearings and reporting on the City's workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.) The purpose is to ensure transparency, accountability, and responsiveness to community needs regarding the City's staffing and employment practices.	
<b>Summary:</b>	Provides an outline of definitions and provisions.	

### **I. DEFINITIONS:**

**Public Hearing:** A formal meeting that is open to the public, where City representatives present information and accept public comments on specific topics, as required by law.

**Vacancies:** Unfilled positions within the City's workforce that require recruitment efforts to be adequately staffed.

**Recruitment:** The process of attracting, screening, and selecting qualified candidates for employment with the City.

**Retention:** Efforts to maintain a stable and satisfied workforce by addressing the factors that contribute to stability in the workforce.

### **II. POLICY STATEMENT:**

In accordance with AB 2561 (Gov. Code § 3502.3), the City is committed to holding a public hearing on vacancies at the City, the City's recruitment, and retention efforts and any issues with the City's policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

The City will hold a public hearing at least once each fiscal year and provide reports on vacancies, recruitment, and retention efforts.

### **III. POLICY PROVISIONS:**

#### 1. Public Hearing Requirements

The City shall conduct public hearings at least on an annual basis (once each fiscal year) to present information on vacancies, recruitment and retention efforts and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

Public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.

Recognized employee organizations shall have the right to present information, concerns, and recommendations at the public hearing.

Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings.

The City Council shall ensure that each public hearing is adequately documented, with minutes and recordings made publicly available within 30 days of the hearing.

#### 2. Reporting Requirements

The City shall present information on the following at the public hearing:

1. The status of vacancies at the City.
2. Information on the City's recruitment and retention efforts.
3. Identification of any obstacles in the City's policies, procedures, and recruitment activities that may create challenges in the hiring process.

If the City prepares a report that includes the information described above, the City may elect to make the report available to the public via the City's website or in print form prior to each public hearing.

#### 3. Special Reporting Requirements for High Vacancy Rates

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City shall, upon request of the recognized employee organization, include the following information during the public hearing:

1. The total number of job vacancies within the bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.

3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

#### 4. Responsibilities

**City Council:** The City Council is responsible for overseeing compliance with this policy and ensuring public hearings and reports meet the requirements outlined in AB 2561.

**City Management:** City management shall coordinate with the Human Resources department to gather necessary data and ensure accurate reporting.

**Human Resources Department:** The Human Resources Department is responsible for compiling vacancy, recruitment, and retention data, and preparing reports in collaboration with City management.

#### 5. Monitoring and Review

The City Council shall review the effectiveness of this policy on an annual basis and make revisions as necessary to ensure ongoing compliance with AB 2561 and alignment with best practices in public transparency.

#### 6. Compliance and Enforcement

The City will maintain records of all public hearings, reports, and related documents for a minimum of five years, in compliance with public records requirements.

### **III. APPENDICES:**

1. AB 2561 Text.