

# **ASSEMBLY BILL (AB) 2561**

## **Status of Vacancies and Recruitment/Retention Efforts**

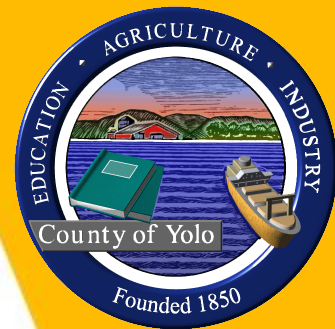
Kamaljit Pannu, Director of Human Resources  
Renee Crosswell, Human Resources Manager  
Department of Human Resources



# PURPOSE OF PRESENTATION

## AB 2561 – Disclosure of Status of Vacancies and Recruitment/Retention Efforts

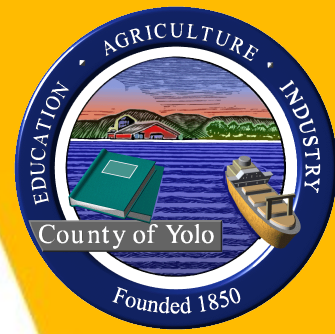
- Effective January 1, 2025, requires public agencies to report the status of vacancies and recruitment/retention efforts during a public hearing before the governing body at least once per fiscal year.
  - Presentation must be made prior to adoption of Final (Adopted) Budget
  - Allows recognized employee organizations to present at the hearing
  - If vacancies  $\geq$  20% of authorized positions exist within a bargaining unit, provide additional data
    - Total # vacancies
    - Total # applicants
    - Average # days to complete hiring process



# AGENDA

Outline of today's presentation:

- Workforce Information
- Recruitment and Hiring Process
- Vacancy Information
- Recruitment Efforts
- Retention Efforts

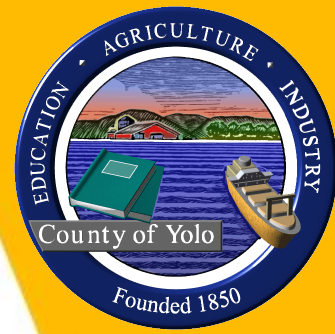


# WORKFORCE INFORMATION

Fiscal Year 2024 – 2025 Total  
Budgeted/Authorized Positions Countywide

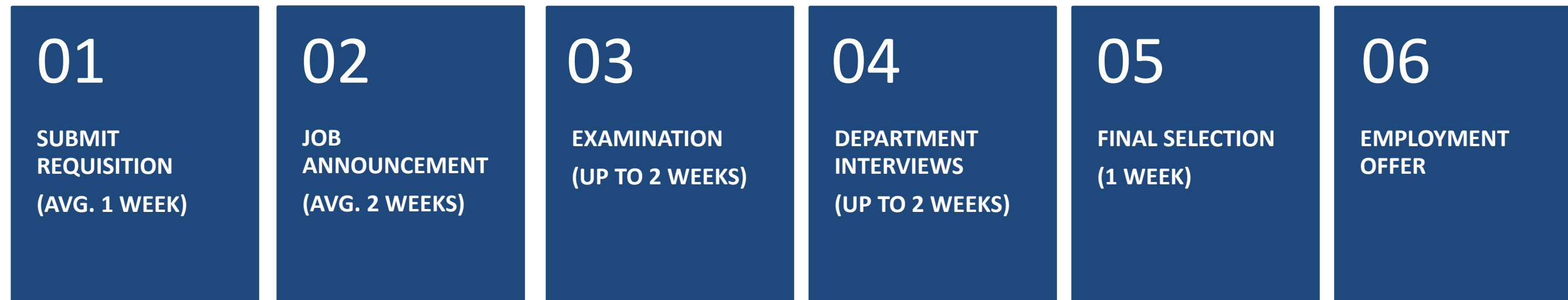


**1,851.33 FTE**  
(full-time equivalent)

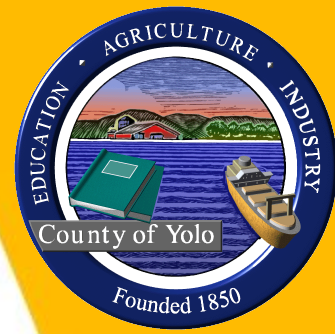


# RECRUITMENT & HIRING PROCESS

## Overview of County Hiring Process and Timeline\*



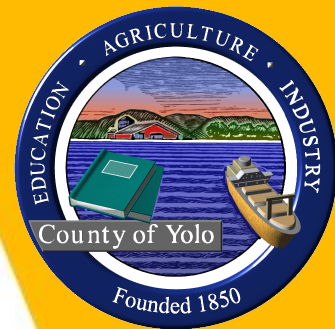
\*Prior to the Job Announcement, all requisition submissions are currently being reviewed by CAO and DFS for approval.



# VACANCY INFORMATION

## How Vacancies are Defined

- An active **budgeted and authorized position** that has been formally established by the Board of Supervisors (through the county's budget adoption and/or the Position and Salary Resolution process), that is not currently filled.
- Vacancy Rate by bargaining unit = # of vacant position FTE / # authorized position FTE (x 100)

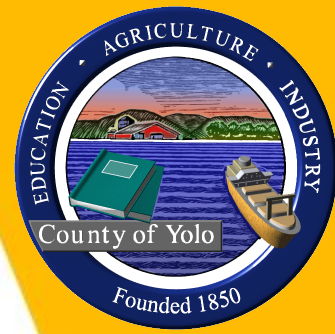


# VACANCY INFORMATION

## Vacancies by Bargaining Unit, as of September 15, 2025

Bargaining Unit	Budgeted FTE	Filled FTE	# of Vacancies	Vacancy Rate
A - Attorneys Association	51.00	50.00	1.00	1.96%
A2 - Supervising Attorneys Association	17.00	17.00	0.00	0.00%
CC - Deputy County Counsel Association	7.00	6.70	0.30	4.29%
G - Stationary Engineers, (Local 39) General Unit	981.13	846.10	135.03	13.76%
M - Management Association	87.00	77.65	9.35	10.75%
O - Correctional Officers Association	132.00	105.00	27.00	20.45%
P - Sheriff's Safety Management Association	18.00	17.00	1.00	5.56%
PR - Probation Association	66.00	49.00	17.00	25.56%
S - Deputy Sheriff's Association	86.00	75.00	11.00	12.79%
U - Supervisor and Professional Employee's Association	243.70	202.58	41.13	16.88%

NOTE: This table does not include unrepresented employee groups.



# VACANCY INFORMATION

Current Status: Bargaining Units with Vacancy Rate exceeding 20% threshold

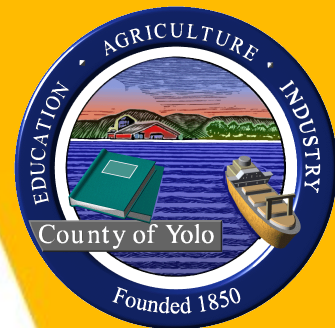
## Probation Association – 25.76%

- Total Budgeted Positions: 66.0 FTE
- Total Vacancies: 17.0 FTE
- 14.0 vacancies are **Deputy Probation Officer I/II\***
- Total Applicants: 67
- Average Days to Hire: 165 (Hiring process: Interview, Testing, Backgrounds, Training)

## Correctional Officers Association – 20.45%

- Total Budgeted Positions: 132.0 FTE
- Total Vacancies: 27.0 FTE
- All 27.0 vacancies are **Correctional Officer I/II**
- Total Applicants: 491 (March 2025 – Sept 2025)
- Average Days to Hire: 180 (Hiring process: Interview, Testing, Backgrounds, Training)

\*The Probation Department is carrying a salary savings factor equivalent to 10.0 Deputy Probation Officer FTEs, which are being held vacant to achieve the savings.



# CORRECTIONAL OFFICER I/II

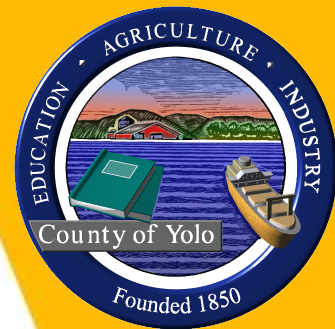
## Recruitment Process Comparison

### PREVIOUS PROCESS

1. Continuous Job Posting
2. Screen for MQs - Quarterly
3. Held Quarterly Exams
4. Referred Successful Candidates
5. Invited to Hiring Interview
6. Background Process
7. Pre-Employment Exams
8. Confirmed Job Offer

### NEW/CURRENT PROCESS

1. Continuous Job Posting
2. Screen for MQs – Weekly
3. Invited to Hiring Interview (Sessions held 2 to 6 per month)
4. Successful Candidates Advance to the Background Process
5. Exams are held monthly (Switched to computer based to shorten turnaround time)
6. Successful candidates referred and continue the background process
7. Pre-employment Exams
8. Confirmed Job Offer

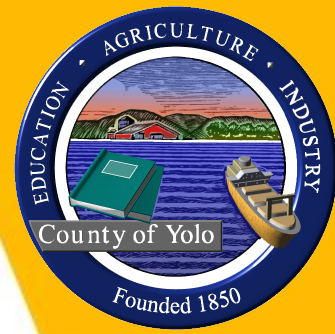


# CORRECTIONAL OFFICERS

Recruitment Activity: March 2025 – Sept 2025

Recruitment Activity	
Recruitment Step	Result
Apps Received	491
Candidates Interviewed	300 (approx.)
Exams Held	4
Referrals of Successful Candidates	24
Total # Hired in 2025	14
# Currently in background	12

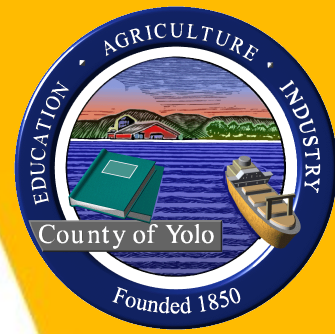
The new/current recruitment process has reduced the total number of days in recruitment by 46 days (approximately 6.6 weeks).



# RECRUITMENT EFFORTS

## Recruitment Strategies

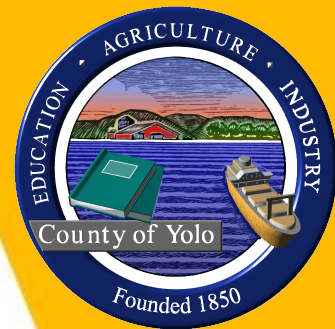
- Up to \$10,000 hiring incentive offered by Yolo County Sheriff's Office
- Current continuous job posting on County NeoGov portal for Correctional Officers
- Career events/Job Fairs
- Targeted outreach efforts via Epic Recruiting
  - Market research and campaigning
  - Website and content development
  - Video production
  - Digital recruiting



# RETENTION EFFORTS

## Retention Strategies

- Retention Incentive
  - Longevity Pay
- Recruitment Process Improvements
  - Streamline testing cycles to reduce vacancy lag time
- Career development
  - Tuition Reimbursement
  - Education Incentive
- Compensation Philosophy Adjustment
  - Effective January 2023, Yolo County moved to 100% of market
- The BOS recently approved salary enhancements for the recently ratified Correctional Officers Association MOU
- Employee Exit Survey



## NEXT STEPS

### For Board and Employee Organizations

- Receive public comment and employee organization presentations
- Board to receive this report, Status of Vacancies and Recruitment/Retention efforts.



Questions?

---