



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Robert Fisher, Acting City Manager

PREPARED BY: Nicole Jews, Human Resources Manager
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MEETING DATE: July 8, 2025

SUBJECT: Public Hearing on Vacancies to Comply with Assembly Bill 2561

RECOMMENDATION:

Hold a public hearing; and Receive and file this report in compliance with AB 2561.

BACKGROUND:

Description This item is being presented in response to Assembly Bill 2561 (AB 2561), signed into law by Governor Newsom on September 22, 2024, in response to new transparency requirements related to staffing vacancies. AB 2561 mandates that public agencies hold at least one public hearing each fiscal year before the adoption of their budgets to report on vacancy levels, evaluate hiring and retention efforts, and allow for participation by recognized bargaining groups. This report includes workforce data for the 2024 calendar year, along with the most current staffing status as of June 1, 2025.

JUSTIFICATION:

The legislative intent of AB 2561 declares the following:

1. Job vacancies in local government are widespread and a significant problem for the public sector affecting occupations across wage levels and education requirements.
2. High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbates staffing challenges.
3. There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

To mitigate these impacts, the law requires agencies to:

1. Report annually on vacancies, recruitment activity, and retention strategies;
2. Identify any policies or practices that may hinder hiring or retention;
3. Provide recognized bargaining groups an opportunity to present during the public hearing; and
4. If any bargaining group vacancy rate reached or exceeds 20% of authorized positions, provide additional data upon request, including applicant volume, hiring timelines, and efforts to improve compensation, benefits, and working conditions.

Failure to comply with AB 2561 may result in an unfair practice charge. Agencies are obligated to present vacancy information annually or, under certain circumstances at the employee organization's

request. Employee organizations are allowed to present to the City Council when the vacancy report is presented.

Workforce Overview:

As of June 1, 2025, the City has 249.7 full-time equivalent (FTE) budgeted positions and 7 are elected or appointed officials. Of the remaining 242.7 FTE's 90.65% are represented by bargaining groups. The City's overall vacancy rate is 17.92%.

Vacancy rates are calculated as follows: Vacancy Rate (%) = (Number of Vacant Positions in an employee group / Total Number of Authorized Positions) X 100. The following table summarizes the City's vacancy rate by employee group as of June 1, 2025.

<u>Represented Employee Groups</u>	<u>FTE's Budgeted/Filled</u>	<u>Vacancies</u>	<u>Vacancy Rate</u>
IBEW General Unit	75	19	20.21
IBEW Utility Unit	43	4	8.51
Banning Police Officer's Association (BPOA)	29	7	19.44
Banning Police Management Association (BPMA)	3	0	0
Teamsters Local 1932	31	9	22.50
<u>Unrepresented Employee Groups</u>			
PT Police Cadets, Seasonal	14.20	2.5	14.97
Executive Contracts	4	2	33.33
<u>TOTAL:</u>	199.20	43.50	17.92

Vacancies:

IBEW General

- 1 Customer Service Representative – On hold, budget
- 2 Accounting Specialist, Accounts Payable – On hold, budget
- 1 Code Enforcement Supervisor – Open recruitment
- 2 Public Safety Dispatcher – Open recruitment
- 1 Animal Control Officer – Pending position reclass
- 1 Community Services Officer – Pending position reclass
- 1 Police Records Technician I – On hold, budget
- 1 Building Permit Technician – Application in review
- 1 Work Release Crew Leader – On hold, budget
- 1 Parks Supervisor - Pending department review
- 1 Management Analyst – On hold, budget
- 1 Maintenance Worker I/II – On hold, budget
- 1 Accounting Specialist, Payroll - Pending testing
- 1 Executive Secretary (reclass from Asst. City Mgr.) - Position offered
- 2 Case Manager - Hold pending Opportunity Village status

IBEW Utility:

- 1 Backflow/Locator Specialist – Pending position reclass
- 1 Water Crew Supervisor – Pending recruitment
- 1 Wastewater Collection System Technician I – Pending recruitment
- 1 Public Benefits Analyst – Pending recruitment

Teamster Local 1931

- 1 Communication Manager
- 1 Grants Manager
- 1 Homeless Services Director
- 1 Planning Manager – Starting in June
- 1 Building Official – Applications in review
- 1 Sr. Building Inspector – On hold, budget
- 1 Sr. Civil Engineer – On hold, budget
- 1 Deputy Finance Director - Open recruitment
- 1 Finance Manager - Pending position reclassification

BPOA:

- 6 Police Officers – Open recruitment
- 1 Police Sergeant – Open recruitment

Unrepresented

- 1 City Manager, Executive Recruitment – Pending council direction
- 1 Administrative Services Director – Pending position reclassification
- 1 - 0.5 PT Police Cadet On hold, budget
- 2 - 0.5 Bus Drivers – Open recruitment
- 2 - 0.5 PT Case Managers - Hold pending Opportunity Village status

Vacancies within the City arise from a range of factors including retirement, internal promotions, resignations, and terminations. Since January 1, 2024, the City has hired 50 full-time positions and 16 part-time positions. Human Resources staff managed 67 recruitments and reviewed 4,106 applications, demonstrating consistent interest in City employment opportunities.

Employee Separations:

Since January 1, 2024, 46 full-time equivalent employees have separated from the City. The reasons for departure were as follows:

- 8 employees retired
- 11 employees were involuntarily separated
- 15 employees left for other municipal positions offering higher pay or promotional opportunities
- 3 employees left the State
- 1 employee left due to the commute
- 9 employees left for the private sector

Employee Retention:

Employee retention remains a central focus of the City's workforce strategy. The City has implemented several initiatives designed to improve employee satisfaction, promote longevity, and enhance professional growth. These efforts include:

- Monthly and/or quarterly meetings with represented labor groups
- Enhanced employee recognition programs
- Ongoing professional development through in-person and online training programs through various professional organizations

- Implementation of a succession plan/career development plan
- Contract awarded for Classification and Compensation Study, including an organizational assessment

As part of its workforce planning and in alignment with AB 2561, the City continues to assess internal practices and workforce conditions to identify and address recruitment and retention challenges. Current areas of focus include:

- Exploring new advertising methods and platforms, particularly hard-to-fill positions in which local talent is scarce.
- Ensuring compensation and benefits remain competitive within the region
- Reviewing recruitment best practices and improving the onboarding experience

The ongoing self-assessment helps the City become an employer of choice, supports organizational resilience, and ensures the effective delivery of public services.

The City is committed to maintaining a skilled and resilient workforce and to comply with the requirements of AB 2561. This report and public hearing fulfill the requirements of AB 2561 and we will be working to bring all represented bargaining units are below the 20% vacancy threshold. The City will continue to monitor staffing trends, address recruitment challenges, and invest in workforce development.

FISCAL IMPACT:

The cost to prepare this staff report is estimated to be \$300.

ALTERNATIVES:

None

BUDGETED?:

Yes

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Affidavit of Public Hearing](#)