

## Chapter 5

Issue 1

04/29/2025

### SUBJECT: VACANCY REPORTING OBLIGATIONS POLICY

#### I. PURPOSE

This policy establishes procedures for conducting public hearings and reporting on workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill 2561 (AB 2561) (Cal. Gov't Code § 3502.3). The purpose is to ensure transparency, accountability, and responsiveness to community needs regarding the City's employment practices.

#### II. SCOPE

This policy applies to the City of Lompoc, City Management, and the City Council.

#### III. AMENDMENT

The City Manager may amend this policy as necessary to remain consistent with applicable law.

#### IV. DEFINITIONS

- A. **Authorized Full-Time Positions:** Regular full- and part-time positions approved and funded by the City Council during the biennial budget process.
- B. **Recruitment:** The process of advertising, screening, interviewing, and selecting candidates for employment with the City of Lompoc (City).
- C. **Retention:** Strategies and efforts to maintain a stable workforce by addressing factors that support employee satisfaction and longevity.
- D. **Vacancies:** Unfilled positions with the City's workforce that require active recruitment.

#### V. POLICY STATEMENT

In compliance with AB 2561 (Cal. Gov't Code § 3502.3), the City of Lompoc shall hold at least one public hearing per fiscal year, prior to the adoption of the final budget, to report on workforce vacancies, recruitment, and retention efforts.

#### VI. POLICY PROVISIONS

- The City shall conduct a public hearing at least once each fiscal year before the final budget is adopted to share information on vacancies, recruitment, and



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retention challenges.

- The City shall also address any policies, procedures, or recruitment practices that may hinder the hiring process.
- Notice of the hearing shall be provided in accordance with applicable laws and City policies.
- Members of the public and recognized employee organizations shall be permitted to present information, concerns, and recommendations prior to the hearing.
- Each recognized employee organization shall be allotted five (5) minutes total to present information, concerns, and recommendations at the public hearing, and may allocate that time as they see fit.

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#### **VII. REPORTING REQUIREMENTS**

The Human Resources Department shall present information on the following at the public hearing:

1. The status of vacancies at the City.
2. Recruitment and retention efforts.
3. Identified obstacles in the City's hiring policies, procedures, and recruitment activities.

#### **Special Reporting Requirements for High Vacancy Rates**

If the vacancy rate within a single bargaining unit is **20% or higher** of the total authorized full-time positions, and the recognized employee organization requests it, the City shall include the following additional information at the public hearing:

1. Total number of vacancies in the bargaining unit.
2. Total number of applications received for the vacant positions.
3. Average number of days to complete the hiring process from job posting to hire.
4. Opportunities to improve compensation or working conditions.

#### **VIII. MONITORING AND REVIEW**

The Human Resources Director shall review the effectiveness of this policy on an annual basis and make revisions as needed to ensure compliance with AB 2561 and



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adherence to best practices for public transparency. Notwithstanding the above, the City Manager is authorized to amend this policy for consistency with any changes in state law.

**IX. INTERPRETATION AND IMPLEMENTATION**

Questions regarding this policy shall be directed to the Human Resources Director, who is responsible for its interpretation and implementation.

Authorized: \_\_\_\_\_  
Dean Albro, City Manager

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Date Established