

ATTACHMENT 1



Vacancies, Recruitment & Retention Efforts

AB2561 Reporting

Human Resources

May 6, 2025

What is AB2561?

- Assembly Bill 2561 requires that, on an annual basis, public agencies assess and address vacancy rates by:
 - Tracking job vacancies
 - Presenting information on the status of the vacancies and recruitment and retention efforts at least once per fiscal year
 - Identifying any policies, procedures, and recruitment activities that may present obstacles in hiring

Additional obligations may apply if the Vacancy Rate in a Bargaining Unit exceeds 20%



Workforce Information

- Total Budgeted Full-Time Positions:
 - July 1, 2024: **523 FTEs**
 - December 31, 2024: **523 FTEs**
 - Current: **522 FTEs**
- Public Services Rendered by Workforce:

City Attorney's Office

City Clerk's Office

City Manager's Office

Community Development

Finance

Fire

Human Resources

Parks & Recreation

Police

Public Works

Utilities



FY2024/25

Citywide Vacancy Rates

<i>FY2024/2025</i>	<i>July 1, 2024</i>	<i>Dec 31, 2024</i>
# of Vacancies	56	45
# of Budgeted FTEs	523	523
Vacancy Rate %	10.7%	8.6%



Bargaining Units & Represented Classifications

<i>Bargaining Unit</i>	<i>Represented Classifications</i>
Napa City Employees' Association (NCEA)	Professional, paraprofessional, technical, clerical, maintenance, and supervisory positions
Administrative, Managerial and Professional Employees (AMP)	Mid-level management positions
Napa City Firefighters Association (NCFA)	Firefighters Firefighter/Paramedics Fire Captains
Napa Chief Fire Officers (NCFO)	Battalion Chiefs Deputy Fire Chief
Napa Police Officers' Association (NPOA)	Police Officers Police Sergeants
Police Management Unit (PMU)	Police Lieutenants Police Captains



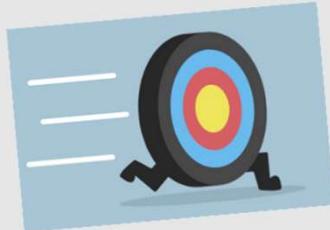
FY2024/25 Vacancy Rates by Bargaining Unit

<i>Bargaining Unit</i>	<i>July 1, 2024</i>	<i>Dec 31, 2024</i>
Napa City Employees' Association (NCEA)	14.5%	9%
Administrative, Managerial and Professional Employees (AMP)	4.8%	3.8%
Napa City Firefighters Association (NCFA)	4.8%	9.6%
Napa Chief Fire Officers (NCFO)	0%	0%
Napa Police Officers' Association (NPOA)	9.7%	12.5%
Police Management Unit (PMU)	0%	0%

During the past fiscal year, no bargaining unit met or exceeded a 20% vacancy of the total budgeted full-time positions



Current Vacancy Rates



Moving target, but trending in the right direction



Bargaining Unit	%
Napa City Employees' Association (NCEA)	7.5%
Administrative, Managerial and Professional Employees (AMP)	4.8%
Napa City Firefighters Association (NCFA)	8%
Napa Chief Fire Officers (NCFO)	0%
Napa Police Officers' Association (NPOA)	12.5%
Police Management Unit (PMU)	0%
Citywide Vacancy Rate (Current)	8.4%



Full-Time Recruitment Metrics

(FY24-25 Q1-Q3)

Metric	Total
Recruitments Completed	59
Positions Filled	50
Total Current Vacancies	44
Current Active Recruitments	10



Part-Time Extra Help Recruitment Metrics

(FY24-25 Q1-Q3)

Metric	Total
Recruitments Requested	15
Recruitments Completed	15
Positions Filled	22
Upcoming Recruitments	2



Hiring Obstacles

The City reviewed applicable policies, procedures, and recruitment activities to identify:

Potential obstacles:

- Very competitive job market for specialized positions (Police Officer, Firefighter/Paramedic, Engineers, Public Sector Finance & Water Professionals)
- Housing affordability vs. long commutes may be a barrier for some candidates
- Pre-employment screenings & background process is much lengthier and more extensive than private sector jobs
- Civil Services Rules are outdated and ambiguous



Hiring Solutions

The City reviewed applicable policies, procedures, and recruitment activities to identify:

Solutions to address obstacles:

- Internships, Explorer Programs, and Training Curriculums to “grow” the next generation of the City’s workforce
- Flexible work schedules including hybrid remote options to assist with commute traffic and remain competitive in job market
- Additional resources to expedite pre-employment background process for Public Safety positions
- Currently working on a multi-year project to modernize Civil Service Rules



Job Fairs & Hiring Events...From Napa & Beyond!

September 24, 2024	Santa Rosa Junior College
February 10, 2025	Butte College Police Academy
February 24, 2025	San Joaquin Delta College Police Academy
February 26, 2025	Chico State University
March 7, 2025	Sonoma State University
March 19, 2025	Siskiyous Police Academy
March 27, 2025	Tulare-Kings Counties Police Academy
April 4, 2025	Sacramento Law Enforcement Hiring Expo
April 8 & April 9, 2025	American River College
April 10, 2025	Solano Community College
April 16, 2025	UC Davis
April 16, 2025	Top the Cops (Sonoma Raceway)
April 25, 2025	South Bay Regional Public Safety Training Center
April 30, 2025	Napa Valley College
May 2, 2025	Valley Oak High School Career Fair
May 3, 2025	San Jose Public Safety Career Fair



Spreading the Word about Job Opportunities



Targeted Outreach for Public Safety Recruitments



JOIN NAPA POLICE DEPARTMENT

LATERAL HIRING INCENTIVES UP TO \$15K, VACATION ACCRUAL CREDIT, & RELOCATION ASSISTANCE

\$112,890.96 - \$144,198.71

UPCOMING SALARY INCREASES: 2% (9/2025) & 2% (3/2026)

OVER 17 SPECIALTY & ANCILLARY ASSIGNMENTS INCLUDING:

DETECTIVES | SPECIAL ENFORCEMENT UNIT | NARCOTIC TASK FORCE | FTO | SWAT | CRISIS NEGOTIATOR | SRO | K-9 | MOTORS | BILINGUAL PAY | MASTER OFFICER | LEAD OFFICER (+4%)

APPLY TODAY!

CityofNapa.org/Careers

Contact PDAdmin@cityofnapa.org or 707-257-9641



MEET YOUR RECRUITMENT ADVISORS



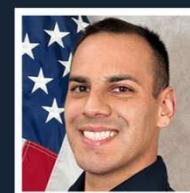
NAPA FIRE DEPT.



Deidre Pratt
Firefighter



Daniel Freeman
Firefighter/Paramedic



Felix Barba
Firefighter/Paramedic



Chris Morrison
Firefighter/Paramedic



Hattie Hamilton
Firefighter/Paramedic

For questions regarding the recruitment process please email us at:

firerecruitment@cityofnapa.org

[JOIN NAPA POLICE DEPARTMENT](#)



APPLY TODAY



[WE'RE HIRING!](#)

#CareersGrowHere



Employee Turnover



New Hires & Promotions



- 48 New Hires (FTEs)
(January 2024 – Present)
- 55 Promotions
(January 2024 – Present)



Retention Efforts

- Employee Engagement Survey
 - Increased Citywide Completion Rate in Year 3
 - 2024: 71% (377 / 529)
 - 2023: 68% (368 / 543)
 - 2022: 62% (329 / 528)



- Employee Wellness Challenges



Retention Efforts

- New EAP Vendor – Concern



- ✓ Overview of Concern Services
 - Short-term Counseling
 - Parent Coaching
 - Personal Coaching
 - Work-life Resources
 - Parenting & Childcare
 - Adult Family Care
 - Legal/Financial Referrals
 - ID Theft Response Services
- ✓ Concern's Digital Platform

- Completed Transition to Nationwide & Ongoing Support



Retention Efforts

- Collaborators Workshop

2 Projects Underway:

- 1) Performance Evaluations
- 2) New Hire Onboarding



Retention Efforts

Continued Trainings & Employee Development Opportunities:

- “Get to the Point” Communications Training
- Regional Management Academy
- New Hire Training

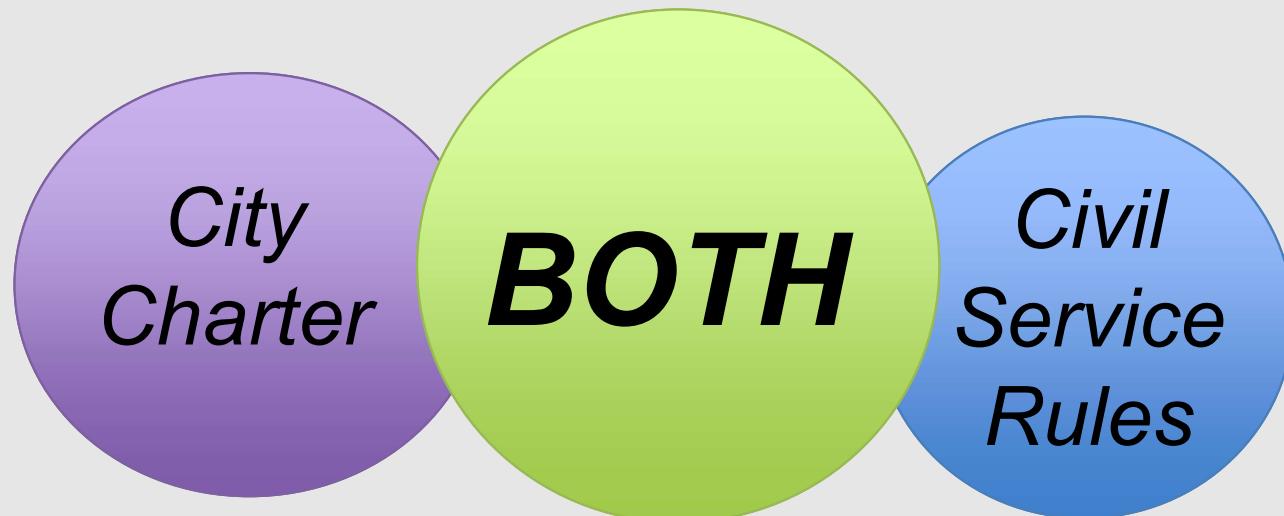


THE CENTRE
 FOR ORGANIZATION
EFFECTIVENESS



Ongoing Progress & Highlights

- Successfully completed negotiations and finalized labor agreements with the following bargaining units: NCEA, NPOA, NCFA, NCFO, & AMP
- Progress on Civil Service Rules Multi-Year Project
 - ✓ Completed first phase by conducting internal stakeholder engagement meetings & analysis
 - ✓ Presented findings to Civil Service Commission



Recommended Action

Conduct a public hearing and receive a presentation regarding the City's workforce vacancies, recruitment, and retention efforts.



THANK YOU!

