

ATTACHMENT 1



Vacancies, Recruitment & Retention Efforts

AB 2561 Reporting

Human Resources

May 5, 2026

What is AB 2561?

- 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, 2025: **530 FTEs**
 - December 31, 2025: **530 FTEs**
 - Current: **531 FTEs**

- Public Services Rendered by Workforce:

City Attorney's Office

City Clerk's Office

City Manager's Office

Community Resources & Development

Parks & Recreation Services

Finance

Fire

Human Resources

Police

Public Works

Utilities



FY2025/26

Citywide Vacancy Rates

<i>FY2024/2025</i>	<i>July 1, 2025</i>	<i>Dec 31, 2025</i>
# of Vacancies	60	45
# of Budgeted FTEs	530	530
Vacancy Rate %	11.3%	8.4%



Bargaining Units & Represented Classifications

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



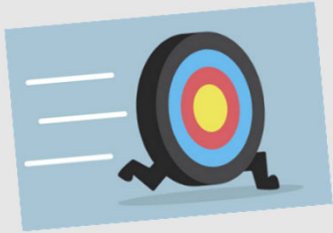
FY2025/26 Vacancy Rates by Bargaining Unit

<i>Bargaining Unit</i>	<i>July 1, 2025</i>	<i>Dec 31, 2025</i>
Napa City Employees' Association (NCEA)	9.7%	7.8%
Administrative, Managerial and Professional Employees (AMP)	10.1%	12.9%
Napa City Firefighters Association (NCFA)	8%	0%
Napa Chief Fire Officers (NCFO)	0%	0%
Napa Police Officers' Association (NPOA)	10.6%	5.3%
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)	9.3%
Administrative, Managerial and Professional Employees (AMP)	8.2%
Napa City Firefighters Association (NCFA)	0%
Napa Chief Fire Officers (NCFO)	0%
Napa Police Officers' Association (NPOA)	4%
Police Management Unit (PMU)	0%
<i>Citywide Vacancy Rate (Current)</i>	7.9%



Full-Time Recruitment Metrics

(FY2024/25 Q4 & FY2025/26 Q1-Q3)

Metric	Total
Recruitments Completed	62
Positions Filled	70
Total Current Vacancies	42
Current Active Recruitments	11



Part-Time Extra Help Recruitment Metrics

(FY2024/25 Q4 & FY2025/26 Q1-Q3)

Metric	Total
Recruitments Requested	25
Recruitments Completed	25
Positions Filled	71
Upcoming Recruitments	6



Hiring Obstacles

The City reviewed applicable policies, procedures, and recruitment activities and identified:

- Extremely competitive job market for specialized positions
- Housing affordability vs. long commutes
- PEPRA & CalPERS Retirement Formulas



Hiring Solutions

- Attracting the Future Workforce
 - Intern Program
 - Fire Explorer Program
 - Police Cadet Program
- Growing the Current Workforce
 - Career Development
 - Citywide Training
 - Regional Training
- Flexible Work Schedules
- PEPRA & CalPERS Retirement Formulas

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

5/21/2025	Top the Cops at Sonoma Raceway
5/26/2025	Career Point Job Fair
5/28/2025	Sacramento Regional Public Safety Training Center Academy
6/11/2025	Top the Cops at Sonoma Raceway
6/13/2025	South Bay Regional Public Safety Academy
7/7/2025	Butte College Police Academy
7/14/2025	Fresno City College Police Academy
7/29/2025	Santa Rosa Public Safety Academy
8/5/2025	National Night Out
8/8/2025	Sacramento Law Enforcement Hiring Expo
8/19/2025	San Joaquin Delta College Police Academy
8/21/2025	Camp Pendelton
8/27/2025	Top the Cops at Sonoma Raceway
9/19/2025	Career Connect at Napa Valley Horsemen's Association
9/23/2025	Career Point Job Fair
9/25/2025	Cal State East Bay Career Empowerment Center



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

10/2/2025	Napa Valley College Career Fair
10/3/2025	Monterey Bay Peninsula Public Safety Training Center
10/7/2025	Sacramento State University Job Fair
10/18/2025	South Bay Regional Training Center Public Safety Fair
10/15/2025	UC Davis Fall Career Fair
10/22/2025	Chico State University Fall 2025 Career Fair
10/29/2025	Santa Rosa Junior College Job Fair
11/5/2025	South Bay Regional Training Center Public Safety Fair
12/3/2025	Sacramento Law Enforcement Hiring Expo
2/11/2026	UC Davis Winter Career Fair
3/2/2026	Sacramento State University Job Fair
3/10/2026	College of the Siskiyous Academy Recruitment Day
3/13/2026	Sonoma State University Career Fest
4/15/2026	Top the Cops at Sonoma Raceway
4/23/2026	Napa Valley College Career Fair
5/5/2026	Launch Your Future Spring 2026 Expo American Canyon High School
5/20/2026	Launch Your Future Spring 2026 Expo Napa High School

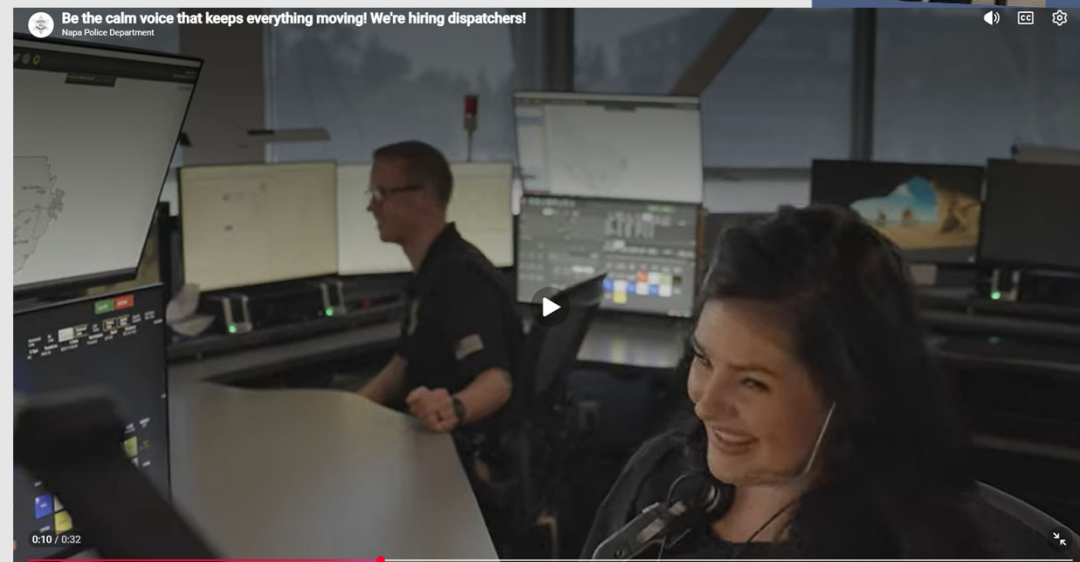
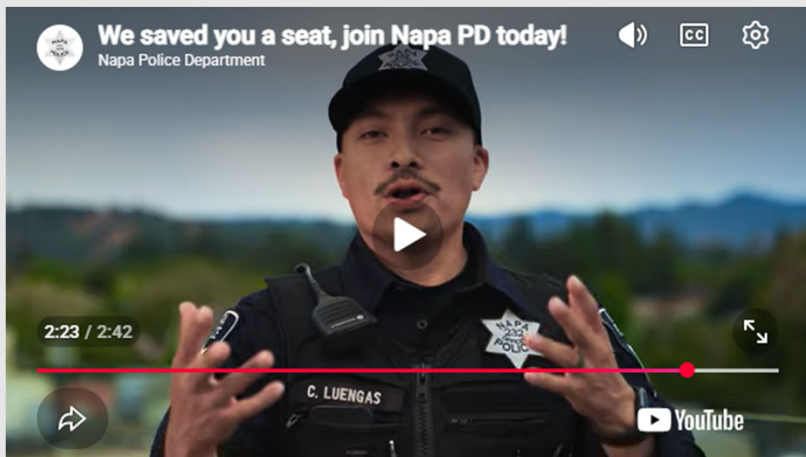
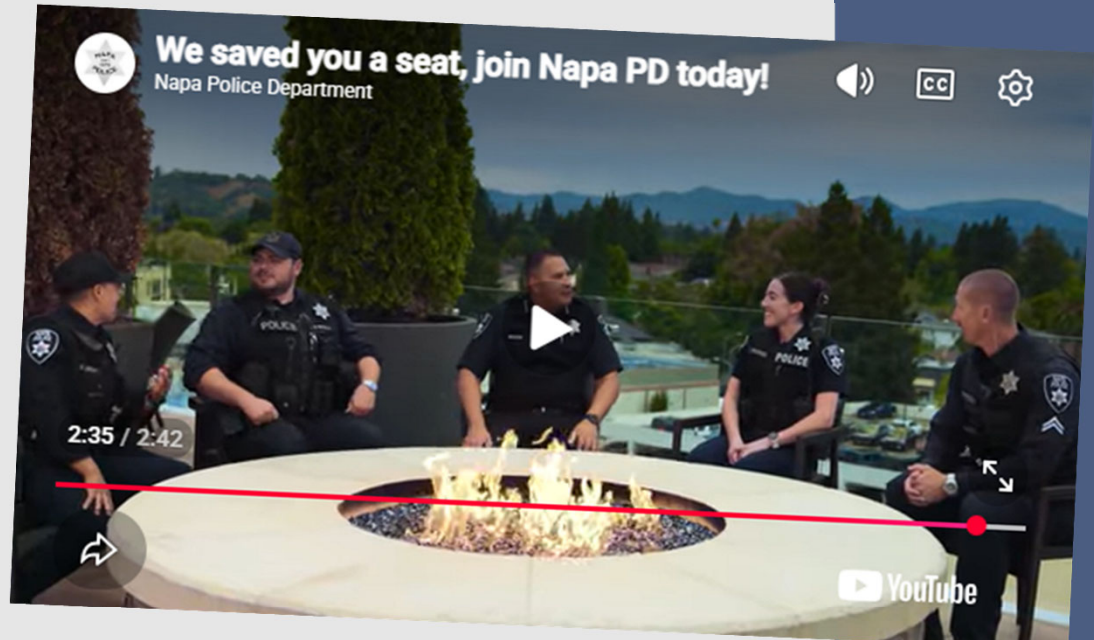
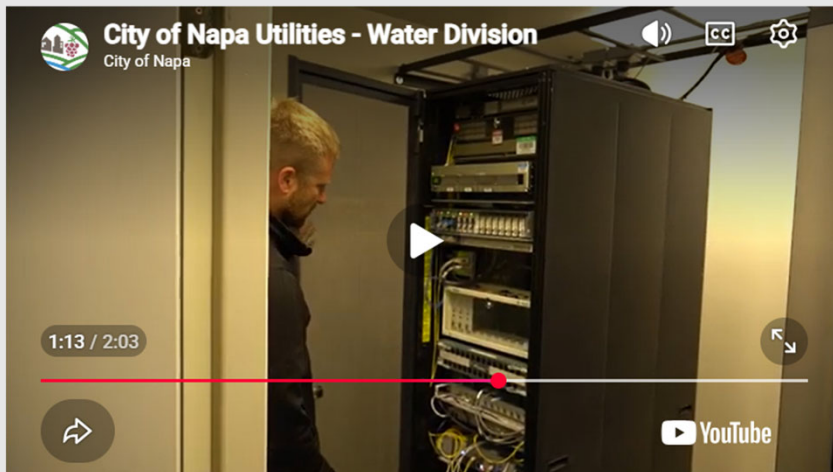


Spreading the Word about Job Opportunities



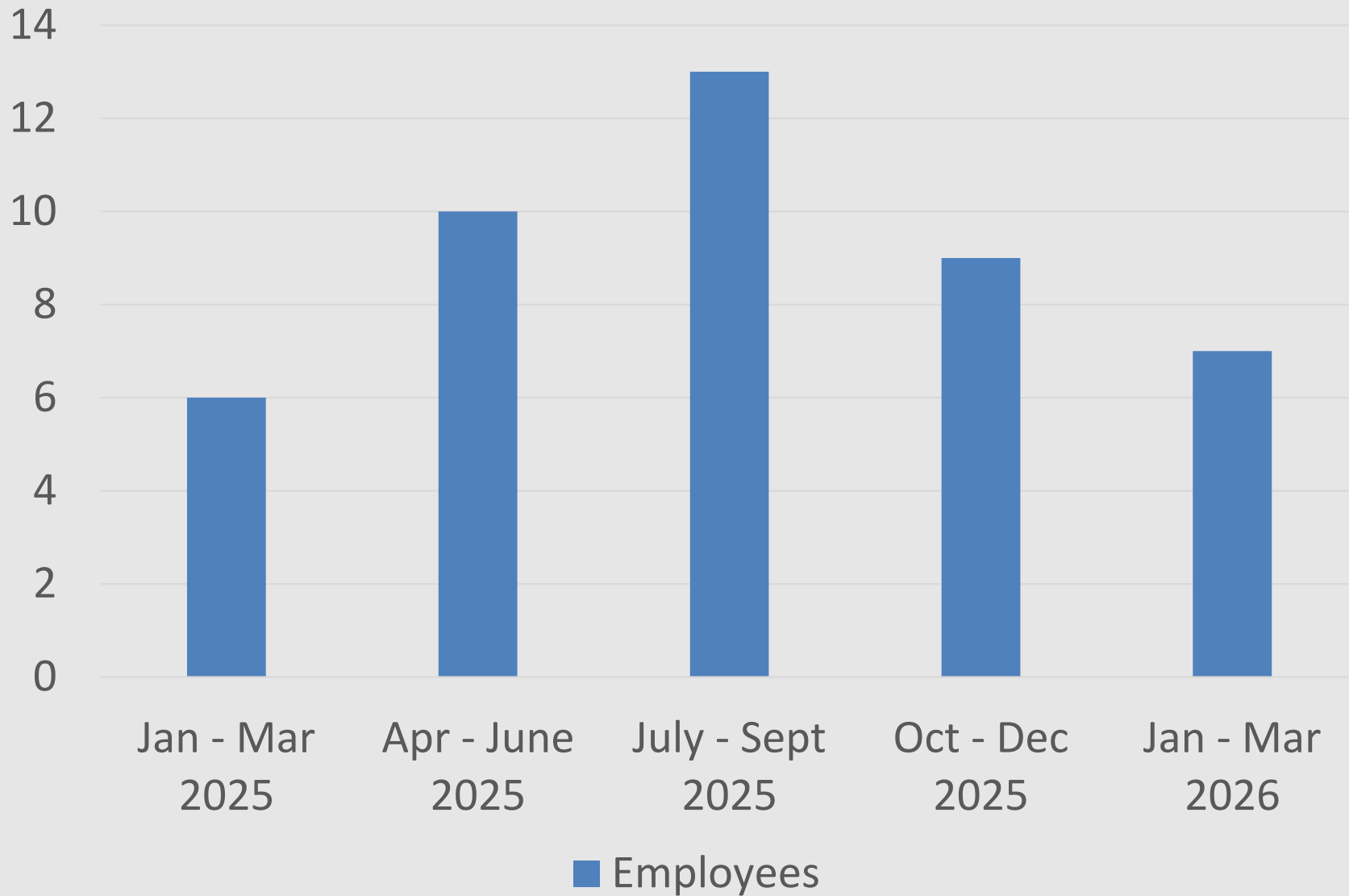
Targeted Outreach & Recruiting Tools

- Informational Videos



- Ride-Alongs & Sit-Alongs

Employee Turnover



New Hires



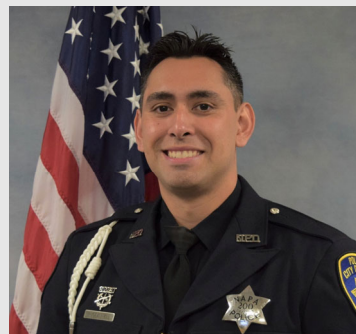
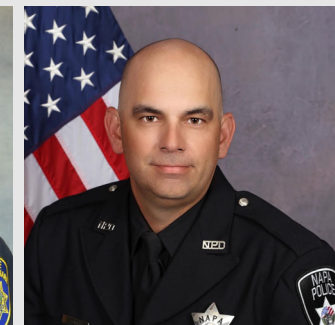
- 51 New Hires (FTEs)
May 2025 – Present





Promotions

- 42 Promotions
May 2025 – Present



Retention Efforts

- Employee Engagement Survey
 - Completed Year 4
 - Transitioning to Every Other Year
 - 2025: 69% (373 / 537)
 - 2024: 71% (377 / 529)
 - 2023: 68% (368 / 543)
 - 2022: 62% (329 / 528)



Retention Efforts

- Employee Wellness & Benefits Fair



Retention Efforts



- Employee Wellness Challenges

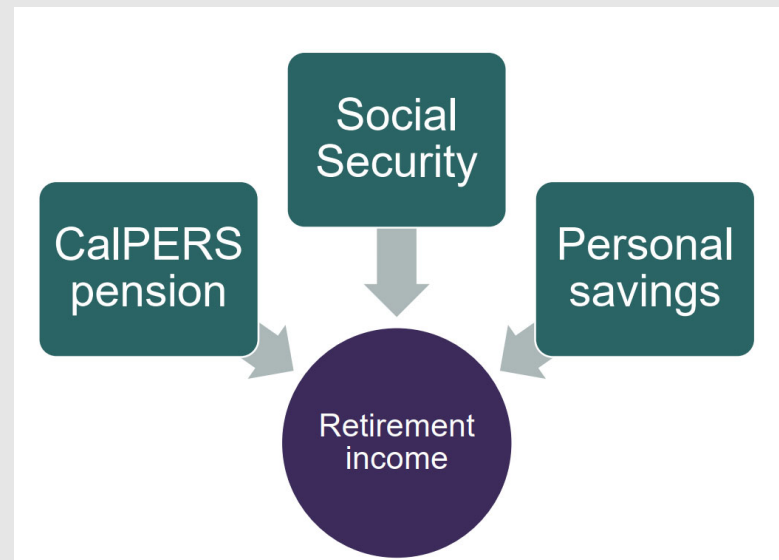
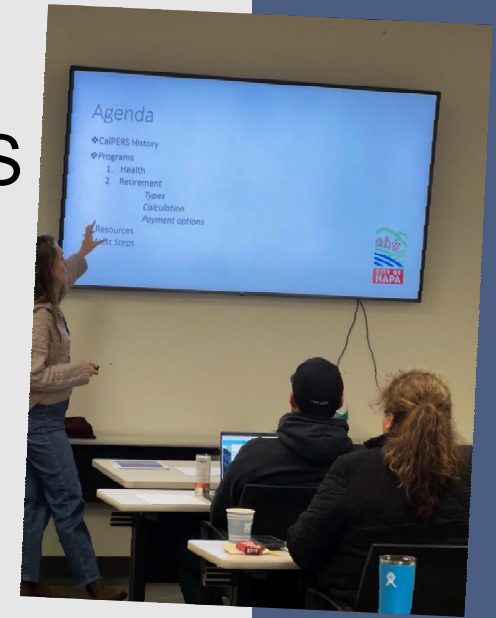


- Meditation & Mindfulness Sessions



Retention Efforts

- CalPERS 101: Understanding Your CalPERS Retirement Benefits
- CalPERS 201: Planning for Retirement



Workforce Development Opportunities

Overall Investment

- 50+ employees participated in regional academies and structured development programs since May 2025



Leadership Pipeline Development

- 27 employees completed leadership and professional academies; 7 currently participating

Workplace Investigations

- 25 supervisors and managers trained to conduct consistent, legally sound workplace investigations

Coaching & Development

- 9 employees and 4 teams supported through targeted coaching and development



Workforce Development Opportunities

Conflict Resolution

- 2 teams offered support through facilitated conflict resolution through a collaborative effort between the department, HR, and labor groups

Communities of Practice

- 4 role-based Communities of Practice launched to improve consistency and collaboration citywide

Succession Planning & Identification of Leadership Readiness

- Citywide succession planning initiated to assess bench strength and support future workforce readiness

New Hire Development

- New Hire C.A.R.E. training launched to strengthen communication and workplace effectiveness from day one



Ongoing Progress & Highlights

- Napa Police Department's Cadet Program is currently underway!
- 2026 Summer Intern Program



Service

Providing Interns with meaningful opportunities to contribute to City projects that enhance the community while supporting departmental operations.



Inclusion

Creating accessible, paid opportunities for students from diverse backgrounds and welcoming new perspectives into local government service.



Collaboration

Strengthening partnerships across departments and with local educational programs to develop a shared talent pipeline that benefits both the City and the broader community.



Ongoing Progress & Highlights

- Currently in labor negotiations with the following bargaining units: NCEA & NCFA
- Begin labor negotiations in July for NPOA
- Begin labor negotiations towards the end of the calendar year for AMP
- Goal is to finalize labor agreements with all these bargaining units



Recommended Action

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



THANK YOU!

