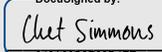


City of Los Alamitos Administrative Regulation

Regulation:	4.20	
Title:	AB 2561 Reporting Vacancies, Recruitment and Retention Efforts Policy	
Authority:	City Council	
Date:	April 28, 2025	
Revised:		

DocuSigned by:

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Chet Simmons, City Manager

- 1. Purpose:** This policy establishes the framework and requirements for holding annual public hearings and reporting on the City of Los Alamitos' workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.) The purpose is to ensure transparency, accountability, and responsiveness to community needs regarding the City's staffing and employment practices.

This policy applies to the City of Los Alamitos, City management and the City Council.

- 2. Procedure:** In accordance with AB 2561 (Gov. Code § 3502.3), the City of Los Alamitos is committed to holding public hearings before the City Council on the status of vacancies and recruitment and retention efforts and any issues with the City's policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

The City will hold a public hearing at least once each fiscal year and provide reports on vacancies, recruitment, and retention efforts.

3. Regulations:

1. Public Hearing Requirements

The City of Los Alamitos shall conduct public hearings at least on an annual basis (once each fiscal year) to present information on vacancies, recruitment and retention efforts and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

Public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.

Recognized employee organizations shall have the right to present information, concerns, and recommendations at the public hearing.

Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings.

The City shall ensure that each public hearing is adequately documented, with minutes and recordings made publicly available.

2. Reporting Requirements

The City shall present information on the following at the public hearing:

1. The status of vacancies at the City.
2. Information on the City's recruitment and retention efforts.
3. Identification of any obstacles in the City's policies, procedures, and recruitment activities that may create challenges in the hiring process.

If the City prepares a report that includes the information described above, the City may elect to make the report available to the public via the City's website or in print form prior to each public hearing.

3. Special Reporting Requirements for High Vacancy Rates

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City shall, upon request of the recognized employee organization, include the following information during the public hearing:

1. The total number of job vacancies within the bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

4. Responsibilities

City Council: The City Council is responsible for overseeing compliance with this policy and ensuring public hearings and reports meet the requirements outlined in AB 2561.

City Management: City management shall coordinate with the Human Resources department to gather necessary data and ensure accurate reporting.

Human Resources Department: The Human Resources Department is responsible for compiling vacancy, recruitment, and retention data, and preparing reports in collaboration with City management.

5. Compliance and Enforcement

The City will maintain records of all public hearings, reports, and related documents in compliance with the City's Records Retention Schedule and state public records requirements.