



Wastewater
Treatment



TRANSFORMING
WASTEWATER
TO RESOURCES



Recycled
Water



Energy
Production



Biosolids
Reuse

Vacancies, Recruitment, and Retention Public Hearing (AB 2561)

Board of Directors Meeting
May 14, 2025

Assembly Bill 2561 (AB 2561) Background



- Effective January 1, 2025, AB 2561 public agencies to present status of vacancies and recruitment/retention efforts during public hearing before Board each fiscal year
 - Added GC Section 3502.3 to Meyers-Milias-Brown Act (MMBA)
- Sets forth requirements for public hearing, budget adoption, employee organization participation, and additional reporting for high vacancy rates (i.e., >20% for an individual bargaining unit)
- Board approved resolution for conducting public hearing on April 9, 2025

District Workforce



Workforce

Vacancies

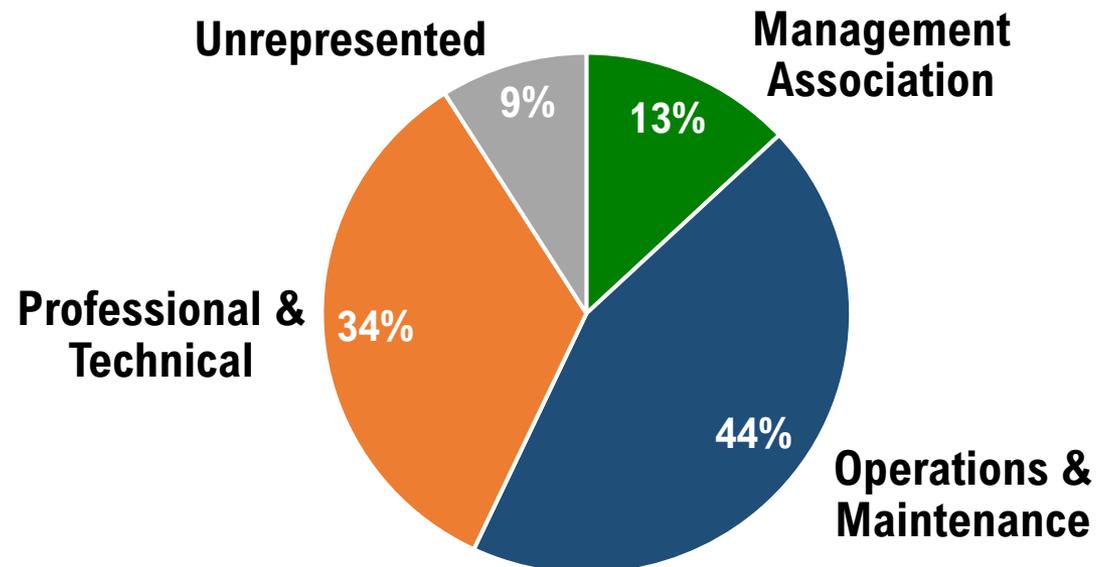
Recruitment/
Retention

Hiring
Challenges

Potential
Improvements

FY24/25 Total Budgeted/Authorized Full-Time Positions = 77.75 FTEs

Services Rendered to the Public by
Budgeted/Authorized Workforce



District Vacancies

Workforce

Vacancies

Recruitment/
Retention

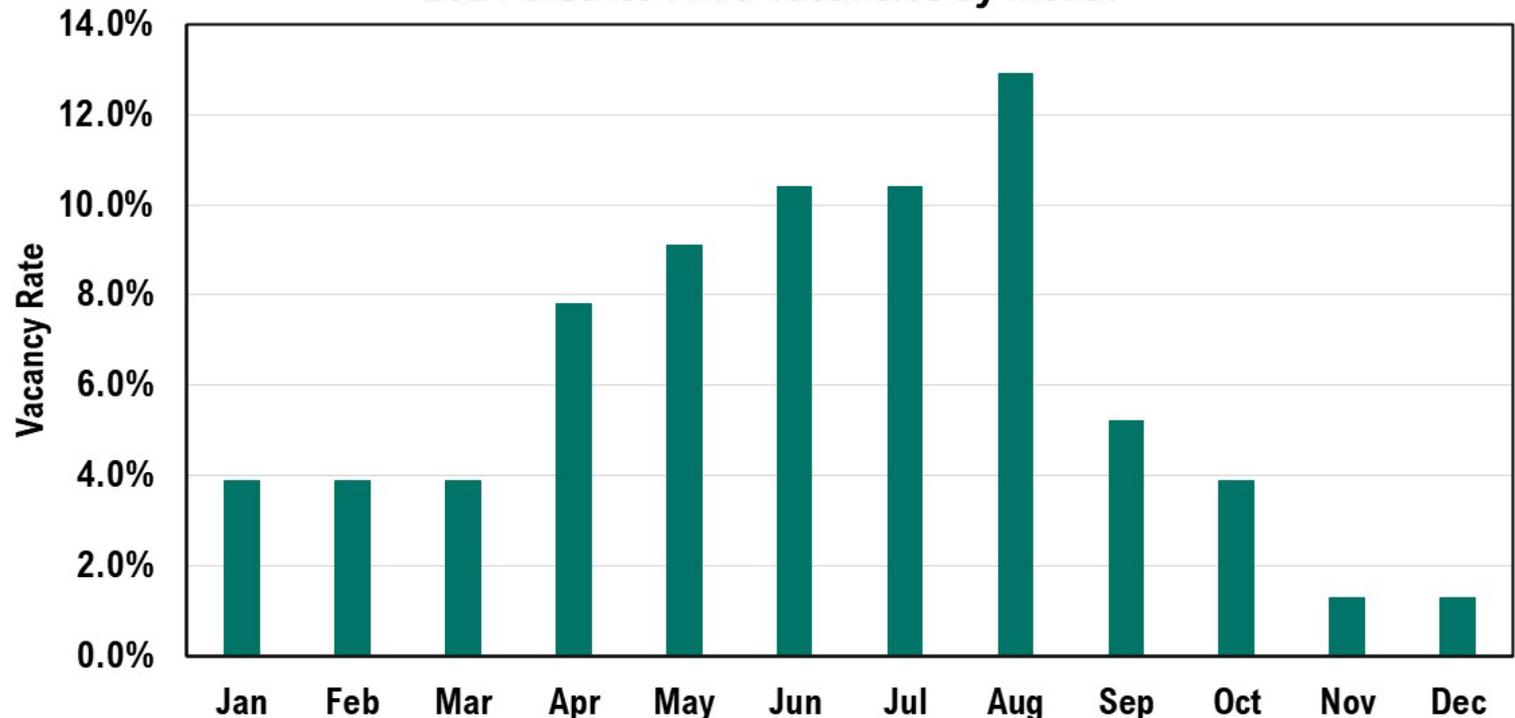
Hiring
Challenges

Potential
Improvements

Average Vacancy Percentage at End of Each Month = 6.2%

- Highest Vacancy Percentage at End of a Month = 12.9% (Aug)
- Lowest Vacancy Percentage at End of a Month = 1.3% (Nov, Dec)

2024 District-Wide Vacancies By Month



District Vacancies, Recruitment, and Retention



Workforce

Vacancies

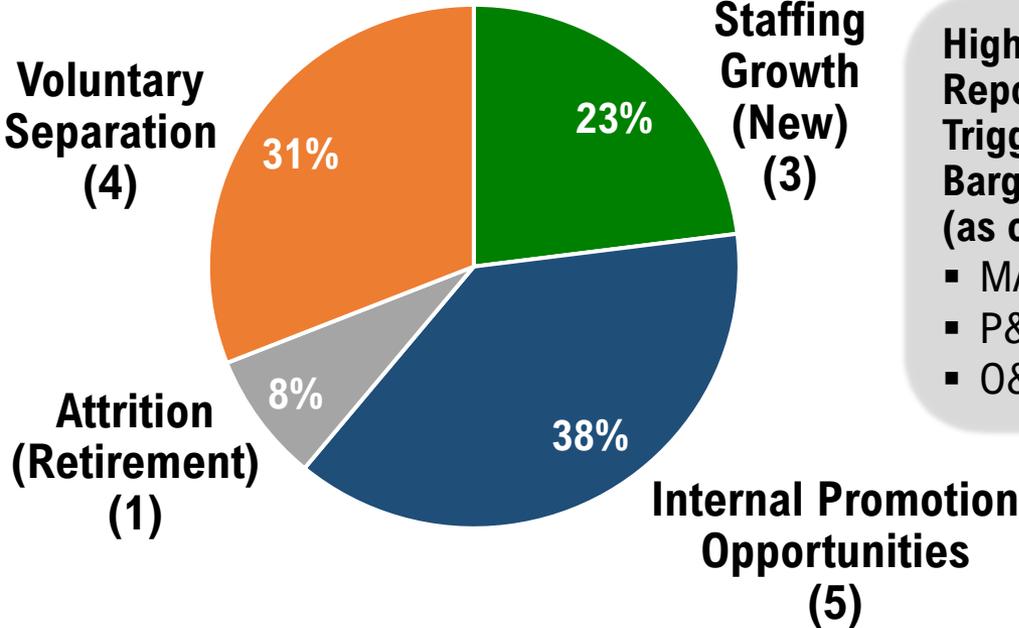
Recruitment/
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- Total Vacancies “Created” in 2024 = 13 FTEs
- Annual Staff “Turnover” Rate = 5%
- Average Time to Fill Vacancy = 102 days (from initial job posting)
- Vacancies Filled with Existing Eligibility List = 0

CY24 Vacancies Created = 13 FTEs



High Vacancy (>20%) Reporting Threshold Not Triggered for Individual Bargaining Units (as of 12/31/24):

- MA = 10%
- P&T = 3.7%
- O&M = 0%

District Recruitment Hiring Process



Vacancy Created	Voluntary/Involuntary Separation, Retirement, Internal Movement, New Position
Recruitment Requisition	Manager submits recruitment requisition to fill vacancy, Department Director and GM approves recruitment requisition for HR to process
Determine Recruitment Activity Type	Utilize existing eligibility list/ongoing recruitment or recruit external/internal
Job Posting	Advertise job opening and recruitment on websites and agency social media
Application Screening	Pass applicants who meet minimum qualifications
Candidate Oral Panel and Written/ Practical Exam	Approve candidates to eligibility list who score >50% during examination process
Select Candidate from Eligibility List	HR provides Eligibility List to Hiring Manager, who conducts hiring interviews and selects candidate; HR maintains Eligibility List for one year (unless abolished)
Conditional Job Offer	GM authorizes HR to make conditional job offer to selected candidate
Pre-Employment Process	Selected candidate accepts conditional job offer, HR processes background check, and physical/drug screen
Final Job Offer/ Hiring Employee	Following passing of background check and physical/drug screen, GM authorizes final employment offer; selected candidate accepts final offer with start date

General Hiring Challenges, Potential Improvements



Workforce

Vacancies

Recruitment/
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Improvements

- Significant industry-wide hiring challenges for certain job classifications (e.g., engineers, electrical/instrumentation technicians)
 - Major infrastructure investment needs on regional level with competition from engineering consultants
 - Shortage of qualified, interested candidates; economic uncertainty impacts; cost of living in SF Bay Area
- District is significantly engaged in developing future talent via internships, local career fairs, PTEC (LMC), Baywork, and STEM events
- Potential general recruiting improvements
 - Reducing time to update job descriptions
 - Expanding recruitment advertising/marketing
 - Revise Recruitment and Selection Policy/Procedure