# Staff Report

**TO:** Board of Directors

**FROM:** Naomi Schmitt, Director of Human Resources

**DATE:** July 23, 2025

**SUBJECT:** **Nevada Irrigation District Status on Vacancies, Recruitment and Retention Efforts**

## *HUMAN RESOURCES*

**RECOMMENDATION:**
Conduct a public hearing regarding the District's status on vacancies, recruitment and retention efforts in compliance with Government Code § 3502.3 and adopt the Nevada Irrigation District 2025 Vacancy and Retention findings.

**BACKGROUND**:
Assembly Bill 2561 was introduced to address the issue of job vacancies within public agencies; it was enacted into law effective January 1, 2025, amends the Myers-Milias-Brown Act, and is codified as Government Code § 3502.3. The Legislature amended Government Code § 3502.3 out of concern for the widespread impact vacancies are having upon the public sector, and by extension, the services rendered to the public. Among other things, Government Code § 3502.3 requires public agencies to present the status of vacancies, recruitment, and retention efforts before their governing board during a public hearing at least once each fiscal year, and prior to the adoption of the next fiscal year's budget. In addition to the aforementioned, Government Code § 3502.3 requires that public entities address any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

**FINDINGS / ANALYSIS**:
In compliance with Government Code § 3502.3, the District is required to report the following:

1. **Report on Vacancies**: A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing body at least once per fiscal year. **As of December 31, 2024, the District's overall vacancy rate is 1.5% and the retention rate is 96%.**

2. **Employee Organization Participation**: A public agency shall allow the recognized employee organization for each bargaining unit to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. The Human Resources Department notified AFSCME, Local 146, AFL-CIO of the opportunity to present. (Gov. Code § 3502.3(b).)

3. **Additional Reporting for High Vacancy Rates within a Bargaining Unit**: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the District must provide additional information during the public hearing, including the following: (1) the total number of vacancies within the bargaining unit; (2) the number of applicants; (3) the average number of days to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

   As shown below, as of December 31, 2024, the District's vacancy rates by bargaining unit are below the 20% threshold.

4. **Necessary Changes to Polices, Procedures and Recruitment Activities:** The public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. It has been determined that no changes are necessary to policies, procedures, and recruitment activities that have led to obstacles in the hiring process because the overall vacancy and retention rate is not significant

**POLICY COMPLIANCE:**
This report and the associated public hearing are in compliance with Government Code § 3502.3, which requires public agencies to present the status of vacancies and recruitment and retention efforts during a public hearing before the government board at least once per fiscal year.

**CONCLUSION:**
Staff recommends the District conduct a public hearing regarding the Nevada Irrigation District status on vacancies and recruitment and retention efforts in compliance with Government Code § 3502.3 and adopt the Nevada Irrigation District 2025 Vacancy and Retention findings.

**BUDGETARY IMPACT:**
There is no direct fiscal impact associated with this action.

**ATTACHMENTS:** (1)

- Attachment A: Nevada Irrigation District 2025 Vacancy, Recruitment and Retention PowerPoint handout

# AB 2561 PRESENTATION:
# STATUS OF NEVADA IRRIGATION DISTRICT VACANCIES, RECRUITMENT AND RETENTION EFFORTS IN CALENDAR 2024

Presented by
Naomi Schmitt
Director of Human Resources

# AGENDA

- Nevada Irrigation District Wide Information
  - Workforce Information
  - Vacancy Information
  - Recruitment Information
  - Retention Information

# VACANCY INFORMATION – GENERAL

| FY 2024 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| # of Vacancies Created | 2 | 0 | 2 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 1 | 0 |
| # of Vacancies Filled | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 1 | 1 | 1 | 1 | 0 |
| # of Remaining Vacancies | 3 | 3 | 4 | 3 | 3 | 5 | 5 | 4 | 3 | 2 | 2 | 2 |
| # of Budgeted FTEs | 199 | 199 | 199 | 199 | 199 | 199 | 199 | 199 | 199 | 199 | 199 | 199 |
| % of Vacancies | 2 | 2 | 2.5 | 2 | 2 | 3 | 3 | 2.5 | 2 | 1.5 | 1.5 | 1.5 |

- Average % of Vacancies at the End of Each Month: 1.6%
- Highest % of Vacancies at the End of a Month: 2.5%
- Lowest % of Vacancies at the End of a Month: 1.0%

# RECRUITMENT INFORMATION – GENERAL

| Recruitment/Hiring Process Step | Description |
|---|---|
| Vacancy Created | Voluntary Separation, Retirement, Involuntary Separation, Internal Movement, Newly Budgeted Position |
| Recruitment of Vacancy | Department Director submits request to HR and GM to begin recruitment |
| Determine Recruitment Activity Type | Recruit external & internal, or recruit internal only |
| Job Posting | Advertise job opening and recruitment on website and various job boards |
| Application Screening | Pass applicants that meet minimum qualifications |
| Candidate Interviews | Pass candidates that score in the top x on the external panel oral exam |
| Conditional Job Offer | Hiring Department Director authorizes HR to make conditional job offer to selected candidate |
| Pre-Placement Process | Selected candidate accepts conditional job offer, HR processes preemployment tests |
| Job Placement | Selected candidate passes preemployment tests and is given an employment start date |

# RECRUITMENT INFORMATION – GENERAL

Recruitment Statistics:

- Total # of Vacancies Filled During Calendar Year: 2024
  - # of Vacancies Filled by New Internal Only Recruitment: 13
    - Average # of Calendar Days to Fill Vacancies: 33
  - # of Vacancies Filled by New External/Internal Recruitment: 11
    - Average # of Calendar Days to Fill Vacancies: 84

# RETENTION STATISTICS

| VOLUNTARY TURNOVER RATE (RESIGNED) | | |
|---|---|---|
| # of Separations | Average # of Employees 2024 x 100 | Turnover Rate |
| 6 | 191 | 3.1% |
| | | |
| VOLUNTARY TURNOVER RATE (RETIRED) | | |
| # of Separations | Average # of Employees 2024 x 100 | Turnover Rate |
| 4 | 191 | 2.1% |
| | | |
| INVOLUNTARY TURNOVER RATE | | |
| # of Separations | Average # of Employees 2024 x 100 | Turnover Rate |
| 0 | 191 | 0.0% |
| | | |
| TOTAL TURNOVER RATE | | |
| # of Separations | Average # of Employees 2024 x 100 | Turnover Rate |
| 10 | 191 | 5.2% |

# RETENTION RATE

| | | |
|---|---|---|
| Period: | 1/1/2024 through 12/31/2024 | |
| Number of employees as of 1/1 | | 190 |
| Number of employees as of 12/31 | | 193 |
| Number of employees hired between 1/1 - 12/31 | | 11 |
| | | |
| Number of employees who stayed at NID | | 182 |
| Retention Rate | | 96% |

# THANK YOU