



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 5/16/2025

To: Board of Supervisors of the County of Sonoma, Board of Directors of the Sonoma County Water Agency, Board of Commissioners of the Community Development Commission, and the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Department or Agency Name(s): Human Resources Department

Staff Name and Phone Number: Janell Crane, 707-565-2885; Spencer Keywood, 707-565-3568

Vote Requirement: Informational Only

Supervisory District(s): Countywide

Title:

Public Hearing on County of Sonoma Vacancies and Recruitment and Retention Efforts in Alignment with Government Code Section 3502.3

Recommended Action:

Receive a presentation from Human Resources on vacancies and recruitment and retention efforts within the county.

Executive Summary:

Government Code 3502.3, which went into effect January 1, 2025, requires public agencies to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. In this presentation, Human Resources will provide information regarding the County's vacancy rate and recruitment and retention efforts, along with information about challenges and strategies.

As of March 4, 2025, the County's vacancy rate is 8.36%, which is a significant improvement over the 11.49% vacancy rate on January 23, 2024, which Human Resources reported out last year. Of the County's 26 bargaining units, only one has a vacancy rate of over 20%. Further, the number of recruitments and application submissions, as well as hiring activity continue at near record highs, while turnover of County staff has decreased from 12% in Fiscal Years 21-22 and 22-23 to a pre-pandemic and pre-great resignation/reshuffle level of 9% in Fiscal Year 23-24. This presentation will satisfy the County's obligation related to Government

Code 3502.3 for this fiscal year for the County of Sonoma, the Sonoma County Water Agency, the Community Development Commission, the Sonoma County Agricultural Preservation and Open Space District, and the Sonoma County Fairgrounds.

Discussion:

Government Code 3502.3, which went into effect January 1, 2025, requires public agencies, including the County of Sonoma, to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. In this informational report, Human Resources will provide information regarding the County's vacancy rate and recruitment and retention efforts, which will satisfy the County's obligation for this hearing, along with information about challenges and strategies.

As of March 4, 2025, the County's workforce is comprised of 4,553.83 full-time equivalent (FTE) allocations, with a vacancy rate of 8.36%, or 380.87 FTE. Of the County's 26 bargaining units, only one, Sonoma County Law Enforcement Association (SCLEA) Unit 40 has a vacancy rate over 20% (31.25%).

Due to focused efforts by County departments and Human Resources, the County's vacancy rate has seen significant improvement over the past year, decreasing from 11.49% as of January 23, 2024. The number of recruitments conducted, application submissions, and hiring activity continue at near record highs. Turnover of County staff has decreased from 12% in Fiscal Years 21-22 and 22-23 to a pre-pandemic and pre-great resignation/reshuffle level of 9% in Fiscal Year 23-24.

Additionally, Human Resources has identified that the County's high cost of living, limited candidate pools for some positions, the lengthy and bifurcated recruitment process, and department staffing capacity are some of the obstacles the organization faces in further reducing the county wide vacancy rate. In order to mitigate some of these challenges, Human Resources continues to prioritize efforts on removing barriers to employment, candidate and employee engagement, and working with departments to reduce the time to hire.

The new Government Code also entitles representative employee organizations to present information regarding the County's vacancy and recruitment and retention efforts specific to their bargaining units as part of this hearing. Human Resources extended offers to the County's representative employee organizations in early April to determine their interest in participating in this item. As of the date of agenda publication, none

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of the organizations have requested to make a presentation this year.

This presentation will satisfy the County's obligation related to Government Code 3502.3 for this fiscal year for the County of Sonoma, the Sonoma County Water Agency, the Community Development Commission, the Sonoma County Agricultural Preservation and Open Space District, and the Sonoma County Fairgrounds.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

None

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
N/A			

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Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

County of Sonoma Vacancy and Recruitment and Retention Presentation

Related Items “On File” with the Clerk of the Board:

None