



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 5/12/2026

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 17, 2026, the County's vacancy rate is 6.72%, which shows continued improvement over the 8.36% vacancy rate, as of March 4, 2025, the County reported out during the May 2025 hearing. Further, this year, all of the County's 26 bargaining units have a vacancy rate under 20%, the amount identified in the Government Code which may require additional information to be reported. Turnover of County staff also continues to decrease, from 12% in Fiscal Years 21-22 and 22-23 to 8% in Fiscal Year 24-25. Reduced vacancy

Agenda Date: 5/12/2026

and turnover rates have resulted in the County conducting fewer recruitments and hiring fewer staff.

Timeframes for recruiting and filling positions are similar to the timeframes reported last 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.

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 17, 2026, the County's workforce is comprised of 4,531.73 full-time equivalent (FTE) allocations, with a vacancy rate of 6.72%, or 304.34 FTE. None of the County's 26 bargaining units have a vacancy rate over 20% this year, a distinguishing threshold in the Government Code which may prompt the reporting of additional information.

Due to continued focused efforts by County departments and Human Resources, the County's vacancy rate has seen further improvement over the past year, decreasing from 8.36% as of March 4, 2025. This is a significant decrease from the approximate 12% vacancy rates in December 2022 and December 2023.

Turnover of County staff also continues to decrease, from 12% in Fiscal Years 21-22 and 22-23 to 8% in Fiscal Year 24-25. The decreased vacancy and turnover rates have resulted in the County conducting fewer recruitments and hiring fewer staff. The number of days to recruit and fill positions are similar to the timeframes reported last year.

Human Resources has not identified policies, procedures, and recruitment activities that are leading to obstacles in the hiring process which require changing at this time; however, the County's high cost of living, limited candidate pools for some positions, Civil Service recruitment/hiring processes, and the changing labor market do pose challenges in filling some positions, which Human Resources continues to monitor.

The 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 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:

May 16, 2025 (item 3; [File Number 2025-0127](#)) - 2025 Public Hearing on County of Sonoma Vacancies and Recruitment and Retention Efforts

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 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			

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

2026 County of Sonoma Vacancy and Recruitment and Retention Presentation

Related Items "On File" with the Clerk of the Board:

None