



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: May 6, 2025

Subject

Public Hearing Pursuant to Government Code Section 3502.3 to Receive a Report on City of Cupertino Vacancies, and Recruitment and Retention Efforts.

Recommended Action

Receive the informational report on City of Cupertino Vacancies, and Recruitment and Retention Efforts Pursuant to Government Code Section 3502.3.

Background

As part of the FY 2024-25 Mid-Year Financial Report on March 4, 2024. City staff informed City Council of vacancy reporting requirements ahead of budget adoption. Assembly Bill ("AB") 2561, codified in Government Code section 3502.3, passed in 2024, and requires public agencies to hold a public hearing to address the status of job vacancies prior to the adoption of the upcoming final budget. During this public hearing, the City must present information on the status of vacancies and the City's recruitment and retention efforts. If necessary, the City will identify necessary changes to policies, procedures, or recruitment activities that may lead to obstacles in the hiring process. This public hearing will ensure compliance with the new law.

Reasons for Recommendation

Assembly Bill ("AB") 2561, passed in 2024, requires public agencies to hold a public hearing to address the status of job vacancies prior to the adoption of the upcoming final budget. Staff will present the following required information at the public hearing:

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

Based on the findings, staff recommends that Council receive the informational report on City of Cupertino Vacancies, and Recruitment and Retention Efforts Pursuant to Government Code Section 3502.3.

As of April 14, 2025, there are no bargaining units with a vacancy rate exceeding 20%. 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 staff presentation will also include the following information:

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.

Bargaining Unit	Total Positions	Vacant Positions	Vacancy Rate <i>As of 4/14/2025</i>
Cupertino Employees' Association (CEA)/IFPTE Local 21	72	8	11.1%
Operating Engineers Local No. 3 Union, AFL-CIO (OE3)	52	5	9.6%
Unrepresented Management/Appointed Employees	78	8	10.3%
TOTAL (Does not include 5 Council positions)	202	21	10.4%

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item/Description

None

California Environmental Quality Act

No California Environmental Quality Act impact.

Prepared by: Vanessa Guerra, Human Resources Manager

Reviewed by: Kristina Alfaro, Director of Administrative Services

Tina Kapoor, Deputy City Manager

Floy Andrews, City Attorney

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – Assembly Bill 2561