



Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

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DATE: May 7, 2026

TO: Board of Directors

FROM: Jim Friedl, General Manager 

SUBJECT: AB 2561 – Annual Public Hearing on Job Vacancies and Recruitment/
Retention Efforts

SUMMARY

Assembly Bill (AB) 2561, enacted in 2024, requires public agencies to hold an annual public hearing addressing job vacancies, recruitment, and retention efforts. This report presents information for FY 2025-26 to date in compliance with the legislation. The purpose of this public hearing is to identify any procedural or recruitment-related challenges affecting the District's hiring efforts.

BACKGROUND

AB 2561 mandates that public agencies conduct at least one public hearing each fiscal year, prior to adoption of the final budget. Recognized employee organizations are entitled to present at this hearing. The District notified SEIU Local 721 of this hearing and their opportunity to present.

Furthermore, if job vacancies within the bargaining unit reach or exceed 20% of total authorized full-time positions, the law requires the agency to provide more detailed information upon request by the employee organization. The District's bargaining unit does not meet the 20% vacancy threshold that would trigger these additional reporting requirements. The District's average monthly vacancy rate for fiscal year to date for the 93 full-time represented positions was 1.7% (a decrease from last year's average of 3.6%). The current vacancy rate is 2.2%.

RECRUITMENT AND RETENTION EFFORTS

The District utilizes various methods to attract and retain qualified staff:

- Recruitment Strategies:
 - Advertising through general and specialized job boards
 - Outreach to colleges and universities
 - Use of professional social media platforms

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- Retention Strategies:
 - Competitive total compensation package
 - Opportunities for internal career advancement
 - Supportive work environment, including training programs and professional development programs

Internal mobility - Internal advancement remains a key component of the District's workforce strategy. During the current fiscal year:

- 64% of vacancies were created from internal promotions
- Internal candidates accounted for 50% of all filled positions

These figures demonstrate the District's continued emphasis on employee development and career progression.

Respectfully submitted,



Shelly Howell
Human Resources Manager



Melissa Smith
Director, Management Services