

**DATE: JUNE 5, 2025**

**FROM: HUMAN RESOURCES**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ VACANCY AND RECRUITMENT & RETENTION REPORTING IN ACCORDANCE WITH GOVERNMENT CODE SECTION 3502.3**

**SUMMARY:**

Staff requests the Board of Harbor Commissioners receive and file the Harbor Department Vacancy Reporting as required by the California Assembly Bill No. 2561 which added Section 3502.3 to the California Government Code in September 2024. Section 3502.3 requires that each public agency within the State presents the status of vacancies as well as recruitment and retention efforts during a public hearing before the governing board (the Los Angeles Board of Harbor Commissioners) at least once per fiscal year prior to the adoption of the final budget. We were notified of this new requirement by staff of the Office of the City Administrative Officer (CAO) on May 6, 2025. The CAO will present to the City Council total position vacancies in Council-controlled departments and has instructed proprietary departments to provide position vacancies to their respective governing boards. The recognized employee organization for each bargaining unit is also to be provided the opportunity to make a presentation at the public hearing. The request to receive and file the vacancy reporting and holding the associated hearing are administrative actions and there is no associated financial obligation.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Hold a public hearing regarding status of vacancies prior to adoption of the Harbor Department 2025-26 budget in accordance with Government Codes 3502.3;
3. Receive and file the status of Harbor Department vacancies provided for public hearing prior to the adoption of the Fiscal Year 2025-26 budget; and
4. Adopt Resolution No. \_\_\_\_\_.

**SUBJECT: VACANCY AND RECRUITMENT & RETENTION REPORTING IN ACCORDANCE WITH GOVERNMENT CODE SECTION 3502.3**

**DISCUSSION:**

Background - The Harbor Department has a total of 128 vacant budgeted positions as of May 9, 2025 (Transmittal 1). Included in this number are 30 positions which were identified as common classes to be filled by transfer opportunities from general funded positions to minimize layoffs from General Fund Departments. The list of 30 positions was provided to the City Council Budget and Finance Committee as well as to the Personnel Department and CAO.

Among the 128 positions were 26 positions in the process of being filled, where the selection processes were in various stages of completion. This includes positions where candidates were interviewed, positions where jobs offers were made and pending backgrounds, as well as interviews pending for classes which were not slated for layoffs in Council controlled positions. All the Department's MOUs, except MOU 2, 20, 37, have less than 20% vacancies (Transmittal 2). MOU 37 is at 20%, however the Department has been able to maintain its operational needs. MOUs 2 and 20 have a higher rate of vacancy which is a result of the timing of the civil service exam process.

At roughly 12% of the total authorized positions, the Harbor Department has one of the lowest vacancies rates in the City. Many of the vacancies are a result of either promotions from eligible lists, on-duty death (one position), or recent retirements. In most cases, the employee leaving the Harbor Department stated to their supervisors or through an anonymous survey through a third-party agency, that the employee's experience while employed at the Harbor Department was positive. Current Harbor Department employees are offered tuition reimbursement, paid vanpools, and the Harbor Department Employee Club membership with social activities as additional benefits to boost employee morale and encourage employee retention.

Recruitment is robust, such as the Port Police Division where there is active recruitment at various job fairs and local events. In November 2024, staff from the Harbor Department participated in a one-day hiring event for Target Local Hire (TLH) and Bridge to Jobs classifications with the program managers from the Personnel Department. TLH and Bridge to Jobs are targeted towards candidates who are seeking entry-level positions who live in the local community. There were 10 job offers made at the one-day event that resulted in eight employees who are currently employed.

With regards to hiring from a civil service eligible list, the obstacles include 1) the amount of time that lapses from the opening of the exam bulletins to the creation of certifiable list and/or 2) the geographic location of the Harbor Department.

The Harbor Department also recruits potential employees using Student Workers. The Student Internship Program allows college level students to work in various divisions for eight weeks during the summer. There are also the year-round student positions where undergraduate and graduate students are provided with on-the-job training and networking opportunities. The summer and year-round programs allow for mentoring and guidance on how to apply for job opportunities with the City.

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**ENVIRONMENTAL ASSESSMENT:**

The proposed action is reporting Harbor Department vacancy and recruitment and retention efforts to the Board in compliance with Section 3502.3 of the California Government Code, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

There is no financial impact associated with this report.

**CITY ATTORNEY:**

The Harbor Department Vacancy Report effective May 9, 2025, has been reviewed by the Office of the City Attorney.

**TRANSMITTAL(S):**

1. Harbor Department Vacancy Report
2. Harbor Department Vacancy Report by Bargaining Unit

FIS Approval: JS

CA Approval: JC

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