



6/12/2025

INFORMATIONAL REPORT

PROPOSED ACTION: Informational Report: Conduct a Public Hearing in Compliance with Government Code Section 3502.3 Regarding the Status of Vacancies and Recruitment and Retention Efforts (**Finance & Admin**)

Submitted By: Michael Mitchell, Director of Human Resources; Julie Lam, Chief Financial Officer; Kristi McKenney, Executive Director

EXECUTIVE SUMMARY: At least once each fiscal year and prior to the adoption of its budget, Government Code (GC) Section 3502.3 requires a public agency to hold a public hearing before the governing board, to present information regarding the status of vacancies and recruitment and retention efforts, and to identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. Additionally, during this public hearing, recognized employee organizations shall be entitled have the right to make presentations regarding vacancies and recruitment and retention efforts. This public hearing will ensure compliance with GC Section 3502.3.

BACKGROUND & ANALYSIS

On September 22, 2024, Governor Newsom signed Assembly Bill 2561 to amend the Meyers-Miliias-Brown Act by adding GC Section 3502.3 to impose new obligations on California public agencies to hold a public hearing to present the status of the agency's vacancies and recruitment and retention efforts. During the hearing, and if necessary, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. Further, the recognized employee organization for a bargaining unit has the right to make a presentation during the public hearing related to the status of vacancies and recruitment and retention efforts for positions within that bargaining unit. Port of Oakland (Port) Staff has forwarded this report to each of the referenced bargaining units and advised each of their opportunity to make a presentation at the Board's June 12, 2025 public hearing concerning this matter.

If the number of vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions in that bargaining unit, GC Section 3502.3(c) provides that the public agency shall, upon request of the recognized employee organization for that bargaining unit, include all of the following information during the public hearing: (1) the total number of vacancies within the bargaining unit; (2) the 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; and, (4) opportunities to improve compensation and working conditions. This is not the case at the Port.

Vacancies

The International Brotherhood of Electrical Workers Local 1245 (IBEW), International Federation of Professional and Technical Engineers Local 21 (IFPTE), Service Employees International Union Local 1021 (SEIU), and Western Council of Engineers (WCE) each represent a bargaining unit of Port employees. Additionally, the Port employs a small number of unrepresented staff.

As of May 28, 2025, the Port's vacancies by bargaining unit are set forth in the following table:

Table 1
Vacancies by Bargaining Unit (as of May 28, 2025)

Bargaining Unit	FY 2025 Budgeted Positions	Positions Filled	Positions Vacant	% of Bargaining Unit
IBEW	39	38	1	2.6%
IFPTE	189	154	35	18.5%
SEIU	236	211	25	10.6%
WCE	64	57	7	10.9%
Total	528	460	68	12.9%

As of May 28, 2025, the Port also had 22 budgeted positions for unrepresented employees with 5 vacancies.

Based on the positions authorized in the fiscal year 2025 budget, and as noted in Table 1, because the vacancy rate for each of the Port's represented bargaining units did not exceed 20% of the authorized full-time positions, GC Section 3502.3(c) is not applicable.

Recruitments

The Port's recruitment and retention efforts are extensive and tailored to the unique needs of the Port and its business lines. The Port has recruited for and filled 126 positions in the past 23 months (an average of almost six per month). This is an aggressive recruiting and hiring pace designed to fill needed vacant positions based on forecasted priorities. The Port's recruitment efforts utilize conventional online platforms, in addition to leveraging technological solutions that allow for direct sourcing and connecting with qualified candidates. The Port utilizes community-based partners for sourcing as well as industry specific organizations that serve each specific profession. The efforts strive to ensure applicant pools are highly qualified and reflective of the Oakland community. For example, some of our local Oakland community-based partners include the Cypress Mandela Training Center, Unity Council, Rising Sun Center for Opportunity, Rubicon Programs, West Oakland Job Resource Center, and Youth Employment Partnership. Industry specific partners are vast and include the American Association of Port Authorities, Pacific Merchant Shipping Association, American Association of Airport Executives, and Airports Council International, to name a few. As a public agency, merit

system principles are the foundation of the recruitment and hiring process and are intended to insure a fair and impartial selection process.

The Port Personnel Rules and Procedures govern the recruitment process and the establishment of eligibility lists for hiring. The Port's recruitment process is extensive and aligns with its personnel rules and with the Uniform Guidelines on Employee Selection Procedures; a classification's job analysis is the foundation of the selection criteria. The rules and procedures that govern the Port's recruitment and selection process have enabled the Port to select and hire qualified, competent, and high performing employees, consistent with the Port's merit system principles.

Accordingly, Port Staff is not recommending any changes to Port policies, procedures and rules governing recruitment activities.

Retention

The Port maintains a high retention rate due to the highly competitive pay and benefits package provided to Port employees. The Port average employee tenure is 11.5 years. Of the 126 positions filled in the past 23 months, 94 of them were new hires (not transfers from the city, promotions, or reclassifications). The Port's total compensation package for its represented employees ranks among the most competitive in the public sector. Some of the Port's benefits include:

- A defined benefit pension through the California Public Employees' Retirement System (CalPERS)
- Retiree medical benefits for employees and dependents after ten years of CalPERS service and five years at the Port
- The Port pays 100% of the premium cost for employees and dependents health insurance cover up to the Kaiser-HMO Family Plan and provides cash in lieu of coverage if obtained through a spouse or partner's plan.
- The Port pays 100% of the premium cost for dental and vision coverage.
- The Port provides 13 paid holidays, one floating holiday, and two one-half paid days on December 24 and December 31.
- Up to a maximum of five weeks of paid vacation depending on years of employment.
- 10 days of paid management leave for employees exempt from the Fair Labor Standards Act.
- 12 days of paid sick leave per year
- Professional development is supported through Port funded training and funds provided to employees by the Port to advance and grow their careers.

Although these examples are not an exhaustive list of the Port's comprehensive benefit offerings, the Port's ability to retain its talented and high performing workforce is due to the value placed in providing an exceptional pay and benefits package to its employees.