

North Santa Clara Resource Conservation District

An independent special district of the State of California

To: NSCRCD Board of Directors
From: Stephanie Moreno, District Manager
Subject: Staff Report for Agenda Item 5: *Public Hearing - Status of District Employee Vacancies and Recruitment and Retention Efforts as Required by AB 2561 (Government Code Section 3502.3)*
Meeting Date: August 6, 2026

Proposed Action

1. Conduct the public hearing in compliance with AB 2561/Government Code §3502.3.
2. Receive and file the status update report regarding vacancies, recruitment, and retention efforts.

Discussion

AB 2561 was signed into law in 2024, and became effective on January 1, 2025. It created a requirement for public agencies to hold an annual public hearing to address the status of vacancies prior to the adoption of their annual budget; to identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles; and to allow any recognized employee organization for a bargaining unit to make a presentation at the hearing. The third requirement does not apply to the District as we do not currently have employee bargaining units.

The District had 3 budgeted employee positions in FY 25-26: an FTE District Manager (who also functions as District Clerk and Board Secretary), and two full-time Conservation Program Coordinators, one currently scheduled for 40 hours per week, and one currently scheduled for 30 hours per week. We are anticipating adding a new part-time financial manager position for the FY 26-27 year.

We had no turnover in FY25-26, so there were no recruitment efforts to report. To help retain District employees, we offer a competitive salary and benefit package; hybrid work and flexible scheduling; access to professional development opportunities; and a combined sick and annual leave policy that provides flexibility and supports employee well-being.

There are currently no known changes needed to policies and procedures that present obstacles in the hiring process.