

**ADOPTED PUBLIC HEARING PROCEDURES REGARDING VACANCIES
PURSUANT TO AB 2561**

Introduction and Scope:

Effective January 1, 2025, Government Code section 3502.3 requires **THE COUNTY OF SANTA BARBARA [COUNTY]** to present information on the status of vacancies at the County and the County's recruitment and retention efforts at a public hearing before the **County Board of Supervisors [BOARD]** at least once per fiscal year.

Government Code section 3502.3 also requires County to identify during the public hearing any necessary changes to County policies, procedures, and recruitment activities that may contribute to obstacles in the County's hiring process.

At the public hearing, a recognized employee organization [Employee Organization] for a bargaining unit is entitled to make a presentation to the Board addressing the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

The purpose of these procedures is to establish protocol for the County's public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The County reserves the right to schedule separate public hearings for different bargaining units, and is not limited to one Public Hearing to address all vacancies and recruitment and retention efforts within the entire agency.

Notice Requirements:

1. The County will notify in writing each recognized employee organization that represents County employees that the Board will hold a hearing pursuant to the obligations set forth under Government Code section 3502.3 (Assembly Bill 2561). The notice will provide each recognized employee organization the opportunity to identify any negotiable impacts/effects regarding the agency's compliance with Government Code section 3502.3 and the agency's board policy.
2. The County will notify in writing each recognized employee organization that represents County employees of the date, time and place of the hearing. Such notice shall be provided no less than 17 working days in advance of the hearing, but every effort will be made to provide this notice at least 30 calendar days prior to the hearing.

In the notice, the County will inquire whether the employee organization intends to make a presentation to the Board at the public hearing. The County will request that, for agenda planning purposes, the employee organization provides written notice to the Human Resources Department at least 7 working days in advance of the public hearing indicating whether the employee organization intends to make a presentation at the public hearing.

The notice will also include information about the amount of time that the Board has allotted to employee organizations for each bargaining unit that the organization represents for purpose of making a presentation at the public hearing.

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3. In the event the vacancy rate for the bargaining unit is at least twenty percent (20%) of the total number of authorized full-time positions in the bargaining unit, an employee organization may request that the County present “additional information” related to the vacancies as permitted by Government Code section 3502.3. The County will request that the employee organization provide a written request for the presentation of such information to the Human Resources Department at least 7 working days in advance of the public hearing. The “additional information” includes the following: (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; and (4) opportunities to improve compensation and other working conditions.
4. Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
5. County staff may prepare a report regarding vacancies and recruitment and retention efforts may be published as part of the agenda packet for the meeting.
6. The County and recognized employee organizations may agree to exchange presentation materials in advance of the public hearing.

Order of the Hearing:

The public hearing will proceed in the following order:

1. County’s Presentation: The County presentation will be limited to ten (10) minutes for each bargaining unit that it represents, unless otherwise approved by the Chair. The County may choose to present on all bargaining units at once, or to present data for each bargaining unit separately followed by each applicable employee organization presentation.
2. Employee Organization Presentation: Following the County’s presentation, each employee organization will have the opportunity to make a presentation for each of the bargaining units that the employee organization represents. For each bargaining unit, the employee organization presentation will be limited to ten (10) minutes, not to exceed thirty (30) minutes total, be reasonably limited to the subject matter contemplated by Government Code section 3502.3, and should not contain bargaining proposals to the County on matters that have not been presented in bargaining. The Chair may enforce these standards.

Unless otherwise approved by the Chair in advance, all presentations will be in person at any noticed Board hearing location. If remote participation is approved, the County will not be required to reschedule employee organization presentations prevented or interrupted due to technical difficulties.

3. Governing Body Questions and Discussion: The Board may ask questions of the County staff and the employee organization presenters.
4. Final County Comments: Final County comments will be limited to three (3) minutes per bargaining unit.

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5. Final Employee Organization Comments: Final employee organization comments will be limited to three (3) minutes per bargaining unit.
6. Public Comment: Public comment regarding the AB 2561 hearing will be limited to three (3) minutes per person, provided however that the Chair of the Board may limit total public comment on the item based on established Board procedures.

Standards of Discourse:

Participants will be required to follow the Board's normal principles of respectful and civil discourse for presentations in public hearings. The Chair may enforce these standards.