

Staff Report

TO: Board of Directors

FROM: Naomi Schmitt, Director of Human Resources

DATE: July 22, 2026

SUBJECT: Status on Vacancies, Recruitment and Retention Efforts

HUMAN RESOURCES

RECOMMENDATION:

Staff recommends that the District conduct a public hearing regarding the District's status on vacancies and recruitment and retention efforts in compliance with Government Code § 3502.3 and adopt the Nevada Irrigation District 2025 Vacancy and Retention findings.

BACKGROUND:

Government Code § 3502.3 requires public agencies to present the status of vacancies, recruitment, and retention efforts before their governing board during a public hearing at least once each fiscal year and prior to the adoption of the next fiscal year's budget. In addition to the aforementioned, Government Code § 3502.3 requires that public entities address any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

FINDINGS / ANALYSIS:

In compliance with Government Code § 3502.3, the District is required to report the following:

1. **Report on Vacancies:** A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing body at least once per fiscal year. **As of December 31, 2025, the District's overall vacancy rate is 2.0%, and the retention rate is 95%.** Vacancy Rate is the average percentage of open positions, and the retention rate reflects the rate at which existing employees leave the agency.
2. **Employee Organization Participation:** A public agency shall allow the recognized employee organization for each bargaining unit to make

presentations during the public hearing concerning vacancies, recruitment, and retention efforts. The Human Resources Department notified AFSCME, Local 146, AFL-CIO of the opportunity to present. (Gov. Code § 3502.3(b).)

3. **Additional Reporting for High Vacancy Rates within a Bargaining Unit:**

If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the District must provide additional information during the public hearing, including the following: (1) the total number of vacancies within the bargaining unit; (2) the number of applicants; (3) the average number of days to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

As shown below, as of December 31, 2025, the District's vacancy rates by bargaining unit are below the 20% threshold.

4. **Necessary Changes to Policies, Procedures, and Recruitment Activities:** The public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. It has been determined that no changes are necessary to policies, procedures, and recruitment activities that have led to obstacles in the hiring process because the overall vacancy and retention rate are not significant

POLICY COMPLIANCE:

This report and the associated public hearing are in compliance with Government Code § 3502.3, which requires public agencies to present the status of vacancies and recruitment and retention efforts during a public hearing before the government board at least once per fiscal year.

CONCLUSION:

Staff recommends that the District conduct a public hearing regarding the Nevada Irrigation District's status on vacancies and its recruitment and retention efforts, in compliance with Government Code § 3502.3, and adopt the Nevada Irrigation District 2025 Vacancy and Retention findings.

BUDGETARY IMPACT:

There is no direct fiscal impact associated with this action.

ATTACHMENTS:

Attachment A: Nevada Irrigation District 2025 Vacancy, Recruitment and Retention PowerPoint handout

AB 2561 PRESENTATION:
STATUS OF NEVADA IRRIGATION DISTRICT
VACANCIES, RECRUITMENT AND RETENTION
EFFORTS IN CALENDAR 2025

Presented by
Naomi Schmitt
Director of Human Resources



AGENDA

- ▶ Nevada Irrigation District Wide Information
 - ▶ Workforce Information
 - ▶ Vacancy Information
 - ▶ Recruitment Information
 - ▶ Retention Information

VACANCY INFORMATION – GENERAL

FY 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
# of Vacancies Created	2	1	1	1	1	0	0	1	1	1	1	0
# of Vacancies Filled	0	1	3	0	0	0	0	2	0	0	0	1
# of Remaining Vacancies	4	4	2	3	4	4	4	3	4	5	6	5
# of Budgeted FTEs	199	199	199	199	199	199	199	199	199	199	199	199
% of Vacancies	2	2	1	1.5	2	2	2	1.5	2	2.5	3	2.5

- Average % of Vacancies at the End of Each Month: 2.0%
- Highest % of Vacancies at the End of a Month: 3.0%
- Lowest % of Vacancies at the End of a Month: 1.0%

Recruitment/Hiring Process Step	Description
Vacancy Created	Voluntary Separation, Retirement, Involuntary Separation, Internal Movement, Newly Budgeted Position
Recruitment of Vacancy	Department Director submits request to HR and GM to begin recruitment
Determine Recruitment Activity Type	Recruit external & internal, or recruit internal only
Job Posting	Advertise job opening and recruitment on website and various job boards
Application Screening	Pass applicants that meet minimum qualifications
Candidate Interviews	Pass candidates that score in the top x on the external panel oral exam
Conditional Job Offer	Hiring Department Director authorizes HR to make conditional job offer to selected candidate
Pre-Placement Process	Selected candidate accepts conditional job offer, HR processes preemployment tests
Job Placement	Selected candidate passes preemployment tests and is given an employment start date

RECRUITMENT INFORMATION – GENERAL

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Recruitment Statistics:

- Total # of Vacancies Filled During Calendar Year: 2025
 - # of Vacancies Filled by New Internal Only Recruitment: 9
 - Average # of Calendar Days to Fill Vacancies: 26
 - # of Vacancies Filled by New External/Internal Recruitment: 7
 - Average # of Calendar Days to Fill Vacancies: 42

RETENTION STATISTICS

VOLUNTARY TURNOVER RATE (RESIGNED)		
# of Separations	Average # of Employees 2025 x 100	Turnover Rate
8	193	4.1%
VOLUNTARY TURNOVER RATE (RETIRED)		
# of Separations	Average # of Employees 2025 x 100	Turnover Rate
2	193	1.0%
INVOLUNTARY TURNOVER RATE		
# of Separations	Average # of Employees 2025 x 100	Turnover Rate
0	193	0.0%
TOTAL TURNOVER RATE		
# of Separations	Average # of Employees 2025 x 100	Turnover Rate
10	193	5.2%

RETENTION RATE

Period:	1/1/2025 through 12/31/2025	
Number of employees as of 1/1		193
Number of employees as of 12/31		192
Number of employees hired between 1/1 - 12/31		9
Number of employees who stayed at NID		183
Retention Rate		95%

THANK YOU