

# Status of City of Arcata Staff Vacancies and Recruitment and Retention Efforts in 2025

Presented by Keira Vink  
April 1, 2026

1

## Workforce Information – General

- Total Budgeted/Authorized Full-Time Positions:  
**136.00**
- Services Rendered to Public by  
Budgeted/Authorized Workforce:
  - Water/Wastewater Services
  - Public Safety
  - Roads
  - Recreation
  - Building and Engineering
  - Community Planning
  - Parks, Forests, and Green Spaces

2

## Vacancy Information – General

FY 2025	Annual
# of Vacancies in 2025	23
# of Vacancies Filled	20
# of Budgeted FTEs	136
% of staff turnover	16%
Monthly Average of Vacancy %	4.7%

3

## Vacancy Information – Bargaining Units December 2026

	# of Vacancies	# of Budgeted FTEs	% of Vacancies
Arcata Police Association	3	39	7.6%
Operating Engineers Local #3	1	63	1.6%
Management/Confidential	0	34	0%

- Bargaining Units at or exceeding 20% vacancy rate:
  - **All Bargaining Units are below the 20% vacancy rate for 2025**

4

## Vacancy Information – Classifications December 2026

	# of Vacancies
Community Development Specialist I/II	1
Juvenile Diversion Counselor	1
Police Services Assistant	1
Police Sergeant	1

5

## Retention Information – General

- Total # of Vacancies Created During **2025: 23**
  - # of Vacancies Created by Retirement: **7**
  - # of Vacancies Created by Involuntary Separation: **3**
  - # of Vacancies Created by Voluntary Separation: **10**
  - # of Vacancies Created by New Position Allocation: **3**
    - Two Maintenance Workers
    - One Finance Specialist
- Annual Staffing Turnover Rate: **16%**

6

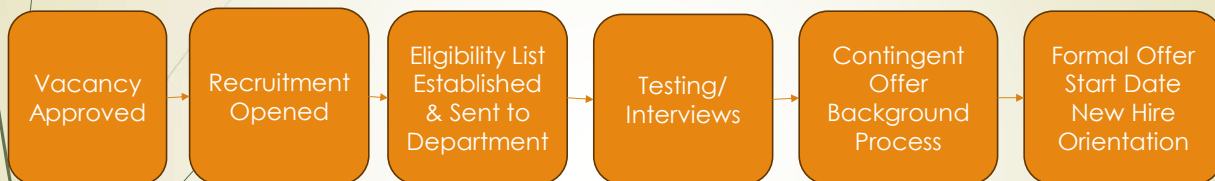
## Retention Information – General

### Retention Efforts:

- Competitive Salary and Benefits
- Opportunities for career growth through flex classes and promotional opportunities
- Department Heads, City Supervisors and Management, and City Employees building a culture of “City of Arcata is a great place to work.”
- Staff Turnover Rate: **16%**

7

### Recruitment Process



8

## Hiring Issues – General

- The **City of Arcata** reviewed applicable policies, procedures, and recruitment activities to identify any potential obstacles in the **City's** hiring process.
- The City identified the following potential obstacles:
  - **Only one local occupational health provider.**
- The **City** is unable to address these issue for the following reasons:
  - **Overall healthcare provider shortage in the County.**

9

## Hiring Best Practices

- Hiring Incentives for hard to recruit positions
- Vacancy Planning
- Recruitments as a Human Resources Priority
- Over hire/Double Fill
- Competitive Salary and Benefits

10

