



# AB2561 Vacancies, Recruitment and Retention Efforts

March 25, 2026

# Overview

## **Assembly Bill (“AB”) 2561 (Gov. Code 3502.3)**

- Local government agencies are required to hold a public hearing to report on vacancies and recruitment and retention efforts, at least once per fiscal year, prior to the adoption of the final budget.
- Recognized employee organizations may be present at the hearing and may make a presentation.
- Additional specified information must be provided if a bargaining unit's vacancy rate exceeds 20% (One City Bargaining Unit, IUOE Local 39, exceeded the threshold for the current reporting period).

# Reporting Timeframes

- The 2025 vacancy, recruitment and retention report was for a reporting period of July 1, 2024 – April 30, 2025 (Fiscal Year to date), and presented in May, 2025.
- Staff has shifted the reporting period to a calendar year period of January 1, 2025 to December 31, 2025 to accommodate an earlier public hearing prior to the development of the next recommended fiscal year budget.

# Vacancies

# Vacancy Data By Month

Month/Year	Beginning Vacancies	Vacancies Created	Vacancies Filled	Remaining Vacancies	Total Budgeted FTEs	Vacancy Rate
January 2025	47	8	4	51	504.60	10.11%
February 2025	51	1	3	49	504.60	9.71%
March 2025	49	5	5	49	504.60	9.71%
April 2025	49	3	6	46	504.60	9.12%
May 2025	46	6	4	48	504.60	9.51%
June 2025	48	5	3	50	504.60	9.91%
July 2025	50	6	2	54	502.77	10.74%
August 2025	54	2	5	51	502.77	10.14%
September 2025	51	10	12	50	503.77	9.93%
October 2025	50	3	6	46	503.77	9.13%
November 2025	46	6	9	43	503.77	8.54%
December 2025	43	13	7	49	504.77	9.71%
					<b>AVERAGE</b>	<b>9.69%</b>

- 63% of new vacancies were due to turnover
- 32% of new vacancies were due to promotions and transfers
- 4% of new vacancies were due to staffing growth (newly approved positions)

# Vacancy Rate by Department

<b>Department</b>	<b>Total Budgeted FTE (as of 12/31/25)</b>	<b>Vacant FTE (as of 12/31/25)</b>	<b>Vacancy Rate</b>
City Clerk's Office	4	2	50.00%
City Manager's Office	11	3	27.27%
Economic & Community Development	31	2	6.45%
Finance	16	2	12.50%
Fire	88	5	5.68%
Human Resources	10	0	0.0%
Information Technology	9	0	0.0%
Library	27	2	7.41%
Parks & Recreation	97	7	7.23%
Police	117	8	6.84%
Public Works	94	18	18.95%
<b>TOTAL AS OF DECEMBER 31, 2025</b>	<b>504.77</b>	<b>49</b>	<b>9.71%</b>

# Vacancy Rate By Bargaining Unit

<b>Bargaining Unit</b>	<b>Total Budgeted FTE (as of 12/31/25)</b>	<b>Vacant FTE (as of 12/31/25)</b>	<b>Vacancy Rate</b>
AFSCME, Local 829	139.5	16	11.47%
International Association of Firefighters, Local 1507	74	4	5.41%
South San Francisco Police Association	87	6	6.90%
International Union of Operating Engineers, Local 39	34	8	23.53%
Confidential Unit, Teamsters, Local 856	35	5	14.29%
Mid-Management Unit, Teamsters, Local 856	106.27	8	7.53%
Unrepresented (Executive Mgmt & Public Safety Managers)	29	2	6.90%
<b>TOTAL AS OF DECEMBER 31, 2025</b>	<b>504.77</b>	<b>49</b>	<b>9.71%</b>

# International Union of Operating Engineers, Local 39

- Vacancy rate as of 12/31/2025: **23.53%**
- Total number of job vacancies on 12/31/2025: **8**
- Total number of applicants for vacant positions: **185**
- Average number of days to complete hiring process: **182\***
- Opportunities to improve compensation were implemented through negotiated enhancements including:
  - Across-the-board base pay adjustments
  - Improved longevity pay
  - Professional development stipend
  - Increased Education Expense Reimbursement

\*Dates of hire in January 2026

The background features abstract, flowing lines in shades of light blue and pink, creating a sense of movement and depth. A dark blue rectangular box is centered on the page, containing the text.

# Recruitment & Retention Efforts

# Recruitment Efforts

## Recruitment and Hiring Activity (January to December 2025):

- 54 recruitments
- 1,950 applications received
- 66 vacancies filled:
  - 45 new hires
  - 20 promotions
  - 1 internal transfer

## Process Improvements/Enhancements:

- Enhancements to compensation through collective bargaining
- Focus on advanced planning to reduce overall recruitment timeline
- Expanded advertising efforts (LinkedIn, electronic billboards, industry publications)
- Departmental recruitment efforts and career fairs
- Electronic onboarding process

# Employee Retention

**Turnover Rate** (Voluntary Separations/Total EEs):

FY 2023	FY 2024	2024	2025
9.2%	8.9%	8.30%	7.24%

**Separations:** Jan – Dec 2025

- 11 Retirements
- 22 Resignations
- 9 Other

## Ongoing Efforts:

- Next total compensation study planned for late 2026/early 2027.
- Continued implementation of Citywide employee engagement action plan, new employee survey planned in 2026
- Quarterly structured Management Forum and Administrative Partner meetings to enhance cross-departmental communication and learning.
- Implementation of electronic exit surveys.

# THANK YOU

## FOR JOINING US TODAY



Vacancies, Recruitment and Retention Efforts  
March 11, 2026