



**AB 2561 Presentation:
Status of Foster City
Vacancies and Recruitment
and Retention Efforts for
Calendar Year 2024**

*Presented by Diane Pitman
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Agenda

- Background
- Foster City Summary Information
 - Workforce Information
 - Vacancy Information
 - Recruitment Information
 - Hiring Issues
 - Retention Information
- Bargaining Unit Specific Information
 - Vacancy Information

Background

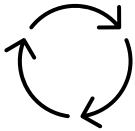
- Effective January 1, 2025, Government Code Section 3502.3 was added to the Myers-Milias-Brown Act (MMBA) requiring government entities to hold a public hearing and report on:
 - Workforce vacancies
 - Recruitment and retention efforts
 - Any necessary changes to policies, procedures and recruitment activities that may lead to obstacles in the hiring process
- Legislation addresses the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload

Workforce Information (2024) - General

- Total Budgeted/Authorized Full-Time Positions: **179**
- Services Rendered to Public by Budgeted/Authorized Workforce
 - Police Services
 - Public Works – maintaining and enhancing streets, traffic systems, water and sewer systems
 - Parks and Recreation – providing special events, classes, youth and senior programs and managing all parks
 - Community Development – reviewing and issuing building permits, planning applications, development plans and documents
 - Human Resources, Information Technology, Risk Management, City Clerk, Communications and City Manager



Vacancy Information (2024) - General

Month/Year	# of Vacancies Created	# of Vacancies Filled	# of Remaining Vacancies	# of Budgeted FTEs	% of Vacancies	Calendar Year Vacancy % Monthly Summary				
Jan-24	0	0	0	177	0.0%					
Feb-24	2	0	2	177	1.1%					
Mar-24	3	1	4	177	2.3%					
Apr-24	3	1	6	177	3.4%					
May-24	1	3	4	177	2.3%					
Jun-24	1	0	5	177	2.8%					
Jul-24	4	2	7	179	3.9%					
Aug-24	2	2	7	179	3.9%					
Sep-24	3	3	7	179	3.9%					
Oct-24	2	2	7	179	3.9%					
Nov-24	4	3	8	179	4.5%					
Dec-24	0	2	6	179	3.4%					
						2024 Average % 2.9% Highest % 4.5% Lowest % 0.0%				

- Average percentage of vacancies at the end of each month: 2.9%
- Highest percentage of vacancies at the end of a month: 4.5%
- Lowest percentage of vacancies at the end of a month: 0%

Recruitment Information - General

Established in the Personnel Rules and Regulations

Recruitment/Hiring Process Step	Description
Vacancy Created	Voluntary Separation, Retirement, Involuntary Separation, Internal Movement, Newly Budgeted Position
Recruitment Requisition	Manager submits recruitment requisition to fill vacancy, Executive approves recruitment requisition for HR to process
Determine Recruitment Activity Type	Utilize existing eligibility list/ongoing recruitment, recruit external & internal, or recruit internal only
Job Posting	Advertise job opening and recruitment on websites and agency social media
Application Screening	Pass applicants that meet minimum qualifications
Candidate Written/Practical Exam	Pass candidate that score x% on written/practical exam
Candidate External Panel Oral Exam	Pass candidates that score in the top x on the external panel oral exam
Candidate Internal Panel Oral Exam	Approve candidates to eligibility list that score x% on internal panel oral exam
Select Candidate from Eligibility List	HR recommends hire of top candidate on eligibility list to Manager, Manager approves recommendation
Conditional Job Offer	Executive authorizes HR to make conditional job offer to selected candidate
Pre-Placement Process	Selected candidate accepts conditional job offer, HR processes background check and physical
Job Placement	Selected candidate passes background check and physical, selected candidate is given an employment start date



Recruitment Information (2024) - General

- Recruitment Statistics
 - Total number of vacancies filled in 2024: **19**
 - # of Vacancies Filled by Existing Eligibility List/Ongoing Recruitment: **0**
 - # of Vacancies Filled by New External/Internal Recruitment: **14**
 - Average # of Calendar Days to Fill Vacancies: **82**
 - # of Vacancies Filled by New Internal Only Recruitment: **5**
 - Average # of Calendar Days to Fill Vacancies: **39**



Hiring Issues - General

- Staff have reviewed applicable policies, procedures and recruitment activities to identify any potential obstacles in the City's hiring process
- Potential obstacles
 - Competitive job market for specific positions
 - Timeliness of recruitment process
 - Housing affordability and/or long commutes
- Strategies to maintain and improve hiring and retention
 - Continue flexible work schedules, including telework arrangements
 - Provide opportunities for career development
 - Employee engagement and recognition
 - Continue to implement improvements in the recruitment process



Retention Statistics (2024) - General

- Retention Statistics

- Annual staffing turnover rate: **4%**
- Total number of vacancies created in 2024: **25**
 - # of Vacancies Created by Newly Created Positions: **5**
 - % of Vacancies Resulting From Staffing Growth: **20%**
 - # of Vacancies Created by Internal Promotion/Transfer: **6**
 - % of Vacancies Resulting From Internal Opportunity: **24%**
 - # of Vacancies Created by Separation/Retirement: **7**
 - % of Vacancies Resulting from Attrition: **28%**
 - # of Vacancies Created by Resignation: **7**
 - % of Vacancies Resulting from Turnover: **28%**



Vacancy Information (2024) – Bargaining Units

	12/31/2024		
Agency Total # of Budgeted FTEs	179		
Bargaining Unit	# of Vacancies	# of Budgeted FTEs	% of Vacancies
AFSCME	1	81	1.2%
FCPOA	2	41	4.9%
Unrepresented	3	57	5.3%

- No bargaining units met or exceeded the 20% vacancy rate outlined in AB 2561



Questions?

