



Honorable Mayor and Members of the Hermosa Beach City Council

ANNUAL STAFFING VACANCIES REPORT – ASSEMBLY BILL 2561 (AB 2561)
(Human Resources Manager Tiffany Nguyen)

Recommended Action:

Staff recommends City Council:

1. Conduct a Public Hearing in compliance with the requirements of AB 2561; and
2. Receive and file the FY 2024-25 annual employee vacancy report as required by AB 2561 (**Attachment 1**).

Executive Summary:

In September 2024, Governor Newsom signed Assembly Bill 2561 (AB 2561) into law, which was enacted as Government Code § 3502.3 and became effective January 1, 2025. AB 2561 requires public agencies to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year. The intent of the bill is to increase transparency and promote equitable employment opportunities.

Background:

The passage of AB 2561 recognizes the following challenges in public sector employment:

- Job vacancies in public agencies are widespread, which has a significant impact on public sector service delivery.
- High vacancy rates contribute to increased workloads for existing employees, which leads to burnout and higher turnover.
- There is a statewide interest in ensuring that public agencies are adequately staffed to support public service functions.

Analysis:

In compliance with AB 2561, the City of Hermosa Beach is required to take the following actions:

1. Report job vacancies, recruitment, and retention efforts at a public hearing at least once each fiscal year. This must be done prior to the adoption of the final budget.
2. Identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

3. Provide recognized bargaining units with an opportunity to participate in the public hearing.
4. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions in a particular bargaining unit, provide additional data upon request of the recognized employee organization, including:
 - a. Total number of vacancies
 - b. Number of applicants
 - c. Average time to fill vacancies
 - d. Opportunities to improve compensation and working conditions

Vacancies:

As of June 12, 2025, the City of Hermosa Beach has a total of 151 full-time-equivalent (FTE) budgeted positions. There are currently 9 vacancies, which represents an overall vacancy rate of 5.96%.

Vacancies by Department				
Department	Total Budgeted Positions	Total Current Staff Members	Vacant Positions	Vacancy Rate
City Clerk	4	4	0	0.00%
City Manager's Office	9	8	1	11.11%
Community Development	13	12	1	7.69%
Community Resources	8	7	1	12.50%
Administrative Services	14	14	0	0.00%
Police	68	65	3	4.41%
Public Works	35	32	3	8.57%

Vacancies by Bargaining Unit				
Bargaining Unit	Total Budgeted Positions	Total Current Staff Members	Vacant Positions	Vacancy Rate
General & Supervisory (Teamsters)	61	56	5	8.20%
Professional & Administrative	39	37	2	5.13%
Police Officers Association	34	34	0	0.00%
Police Management	4	3	1	25.00%

Vacancies by Bargaining Unit				
Management	7	6	1	14.29%
Unrepresented	6	6	0	0.00%

Recruitment & Retention Efforts:

- In 2022, the City implemented the “Hermosa is Hiring” campaign to attract and retain top talent through highlighting the City’s team culture and encouraging residents, locals, and others to apply for open positions.
- In 2022, the City also implemented a sign-on bonus program to help attract and retain top talent.
- Professional Development – The City supports employees’ professional development through tuition reimbursement for continuing education.
- Employee Recognition & Appreciation – The City has programs that support employee recognition and appreciation, such as the merit pay program, instant bonus program, and employee appreciation events throughout the year.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City’s General Plan. Relevant Policies are listed below:

Governance Element

Goal 1. A high degree of transparency and integrity in the decision-making process.

Policies:

- **1.1 Open meetings.** Maintain the community’s trust by holding meetings in which decisions are being made, that are open and available for all community members to attend, participate, or view remotely.
- **1.2: Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.
- **1.3 Priority-based budgeting.** Utilize priority-based budgeting to ensure funding allocations are consistent with the priorities set by the community and City Council.

Fiscal Impact:

There is no direct fiscal impact associated with receiving and filing this report.

Attachment:

AB 2561 Bill Text

Respectfully Submitted by: Tiffany Nguyen, Human Resources Manager

Concur: Brandon Walker, Administrative Services Director

Noted for Fiscal Impact: Brandon Walker, Administrative Services Director

Legal Review: Todd Leishman, Interim City Attorney

Approved: Steve Napolitano, Interim City Manager