



## TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS STAFF REPORT

**AGENDA TITLE:** Compliance with California Assembly Bill 2561

**MEETING DATE:** October 22, 2025

**PREPARED BY:** Lauren Tapia, Human Resources Manager/District Clerk

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**REQUESTED ACTION:** None. This report is for information only. CA AB 2561 requires this information to be reviewed before the adoption of an annual budget.

**DISCUSSION:**

**Background:**

On September 22, 2024, Governor Newsom signed California Assembly Bill 2561 (“AB 2561”), requiring local public agencies under the Meyers-Milias-Brown Act to provide an annual report to their governing body on the status of vacancies, recruitment, and retention efforts (effective January 1, 2025). The intent is to improve transparency in workforce management and retention efforts in public agencies. And to ensure public agency operations are appropriately staffed, so that high vacancy rates do not undermine public service delivery. As part of this law, public agencies must also highlight hiring challenges and potential policy obstacles, should they have any. AB 2561 also requires the annual report to be reviewed by the governing body before the adoption of its annual budget.

All data collected and presented today is from the 2024 calendar year and reports on permanent vacant positions only. As the District accumulates this data year-over-year, it will have better tracking of its hiring metrics. In 2024, Truckee Tahoe Airport District employed approximately 25 full-time permanent employees and 1 part-time permanent employee and does not have a recognized employee organization (i.e., bargaining unit).

**Vacancy and Recruitment Data (2024):**

Vacancies in public agencies are a normal and recurring aspect of workforce management and can result from a variety of factors. These include employee retirements, resignations for personal or professional reasons, promotions or internal transfers, and changes in department structure. In 2024, the District experienced four (4) vacancies: two (2) resulting from retirements,

one (1) from the addition of a newly budgeted position, and one (1) due to an involuntary employee separation.

Before opening any position for recruitment, HR collaborates with the hiring manager to review and finalize the job description and determine the most effective recruitment strategy, including appropriate advertising platforms. HR pre-screens all applicants and forwards only those who meet the minimum qualifications. An interview plan is developed. Once interviews are completed, and a finalist is identified, HR and the hiring manager draft an offer, and the hiring manager conducts negotiations, subject to final approval by the General Manager.

**Table 1: TTAD Vacancy Rate by Employee Group as of December 31, 2024**

| Employee Group                                                                                  | # of Budgeted Positions | # of Vacancies | % of Vacancies |
|-------------------------------------------------------------------------------------------------|-------------------------|----------------|----------------|
| Exempt - Class 1 (Management level positions, including General Manager and Director Positions) | 4                       | 1              | 25%            |
| Exempt - Class 2 (Other Management Staff)                                                       | 5                       | 1              | 20%            |
| Non-Exempt - Class 1 (Office Staff)                                                             | 2.5                     | 0              | 0%             |
| Non-Exempt - Class 2 (Other Support Staff)                                                      | 2                       | 1              | 50%            |
| Non-Exempt - Class 3 (Operations/Maintenance Technicians/Specialists)                           | 9                       | 1              | 11%            |
| Non-Exempt - Class 4 (Operations/Maintenance Supervisors)                                       | 3                       | 0              | 0%             |
| <b>Total</b>                                                                                    | <b>25.5</b>             | <b>4</b>       | <b>16%</b>     |

**Table 2: TTAD Employee Group Position Assignments as of December 31, 2024**

| 2024 Employee Group Position Assignments |                                    |
|------------------------------------------|------------------------------------|
| Exempt Class 1:                          | GM (1)                             |
|                                          | Director of Aviation (1)           |
|                                          | Director of Finance (1)            |
|                                          | Director of OM (1)                 |
| Exempt Class 2:                          | Safety and Security Manager (1)    |
|                                          | Senior Accountant (1)              |
|                                          | HR Manager/District Clerk (1)      |
|                                          | Facilities Maintenance Manager (1) |
|                                          | IT Manager (1)                     |
| Non-Exempt Class 1:                      | Property Coordinator (1)           |
|                                          | Public Relations Coordinator (1)   |
|                                          | Accounting Technician (PT) (.5)    |
| Non-Exempt Class 2:                      | Outreach Coordinator (1)           |
|                                          | IT/Noise Technician (1)            |
| Non-Exempt Class 3:                      | OM Technician I/II (7)             |
|                                          | OM Specialists (2)                 |
| Non-Exempt Class 4:                      | OM Supervisors (3)                 |

**Table 3: Calendar Days to Hire by Position as of December 31, 2024**

| 2024 Calendar Days to Hire by Position |    |
|----------------------------------------|----|
| Director of Operations and Maintenance | 61 |
| Facility Maintenance Manager           | 50 |
| IT/Noise Technician                    | 20 |
| Operations and Maintenance Technician  | 44 |

In 2024, the District conducted four recruitments, leading to 46 candidates being interviewed. On average, each job posting received 11.5 applications, with the most competitive drawing 18. The average time to hire was approximately 43.75 calendar days (from job announcement to offer made). The total recruitment days for the Director of Operations and Maintenance position was 61 calendar days (longest), and the total recruitment days for the Noise/IT Technician was 20 calendar days (quickest).

These figures reflect a relatively efficient hiring process, but they also underscore the broader challenge of attracting talent in a high-cost region like Truckee-North Tahoe. Small public agencies typically face added competition from larger agencies that may offer higher compensation and/or more extensive career ladders, particularly in specialized or technical fields.

**Table 4: Recruitment Statistics as of December 31, 2024**

| 2024 Recruitment Statistics                   |       |
|-----------------------------------------------|-------|
| Average applications received per job posting | 11.5  |
| Most Applications Received per Job Posting    | 18    |
| Interview panels convened                     | 5     |
| Candidates Interviewed                        | 46    |
| Average calendar days to hire                 | 43.75 |

**Retention:**

Attracting and retaining a skilled and dedicated workforce remains a priority for the District. Employees are central to the District’s ability to provide safe and efficient services. While regional challenges such as the high cost of living and limited housing availability can impact recruitment and retention, the District continues to respond through strategic offerings. The most recent compensation and classification study confirmed that the District’s overall benefits and compensation structure remain highly competitive within our local public agency labor market, reinforcing our ability to retain talent. Ongoing efforts include:

- Member agency of the Truckee Tahoe Workforce Housing Agency, which helps pair District employees with affordable housing options.
  - Qualified employees are also eligible to participate in the District’s Down Payment Assistance Program, which is administered by the Truckee Tahoe Workforce Housing Agency.
- Alternative and flexible work schedules.
- Health and Fitness Reimbursement program.
- Clothing Reimbursement program.
- Employee of the Month program.
- Recognizing employee contributions through employee appreciation events:
  - Annual Holiday Party
  - Reno Aces Games
  - Employee BBQs
- Performance review system that rewards outstanding employee performance with higher merit increases than the traditional government step model.
- Budget commitments to education and training for professional development.
- An Annual Employee Survey that provides employees with an opportunity to relay feedback anonymously.
- 100% Employer-Paid Health Insurance Benefits for employees and their dependents.
- Self-funded 457b deferred compensation plan with up to an 8% Employer match.
- Comprehensive Employee Assistance Program.
- CalPERS Pension Retirement.
- Annual COLA assessment.

**COMPLIANCE STATEMENT:**

This report is presented in compliance with CA AB 2561 (2024) and reflects TTAD's continued commitment to transparency and strategic workforce planning. The information provided herein will be made publicly accessible and updated annually, as required by law.

**ATTACHMENTS:**

- CA AB 2561 Local Public Employees: Vacant positions.