



Human Resources Update – Talent Acquisition

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San Francisco Public Library Commission

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Human Resources Division Overview

Talent Acquisition

- Recruitment/Selection
- Talent Sourcing & Outreach
- Diversity, Equity, & Inclusion

Learning & Development

- Training
- Employee Development
- Succession Planning
- Employee Engagement



Talent Management

- Employee/Labor Relations
- Equal Employment Opportunity
- Reasonable Accommodations
- Workers' Compensation
- Leaves Management

Payroll and Administrative Support

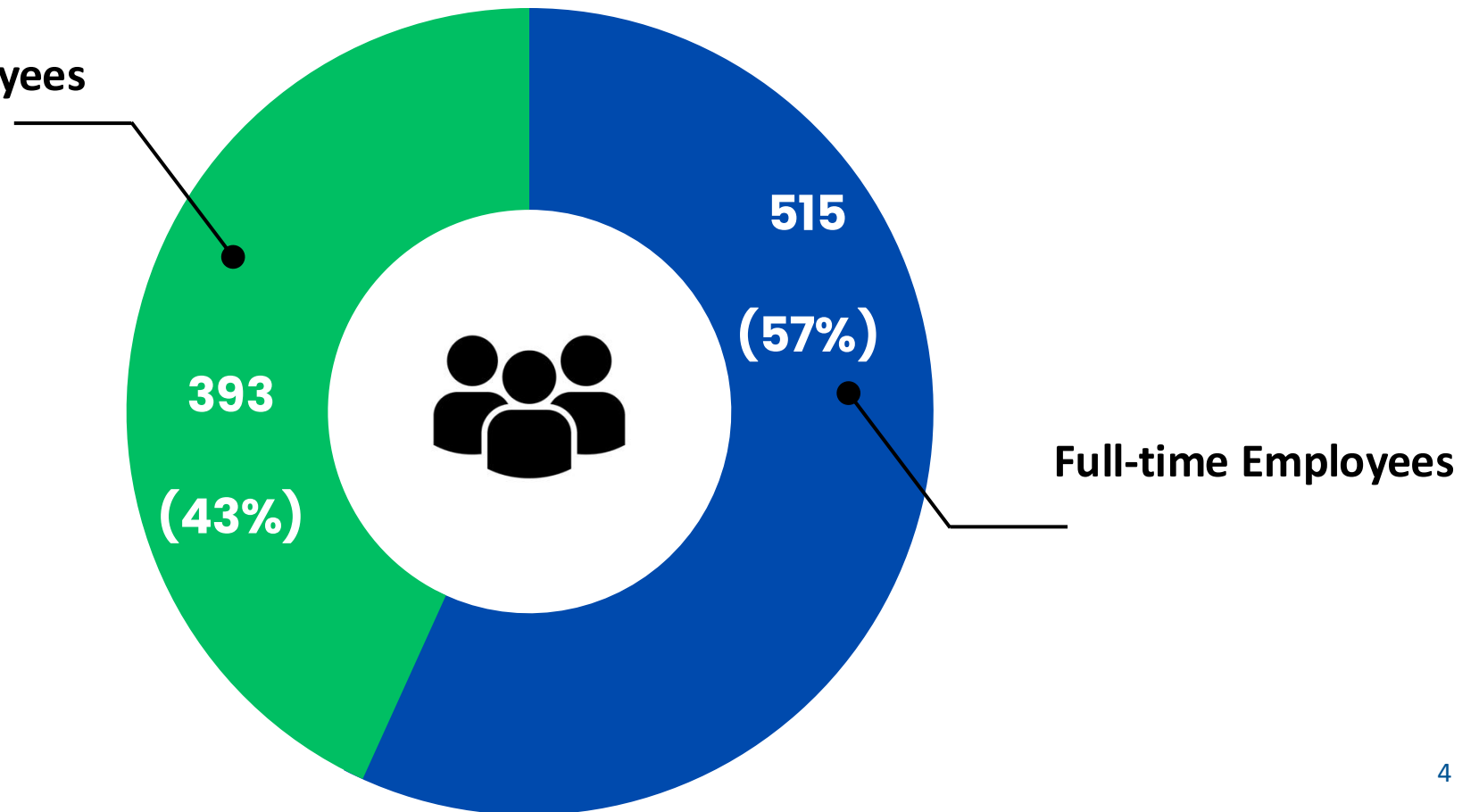
- Payroll Administration
- Front Desk Services
- Employee Wellness Program



SFPL Workforce Overview (FY25)

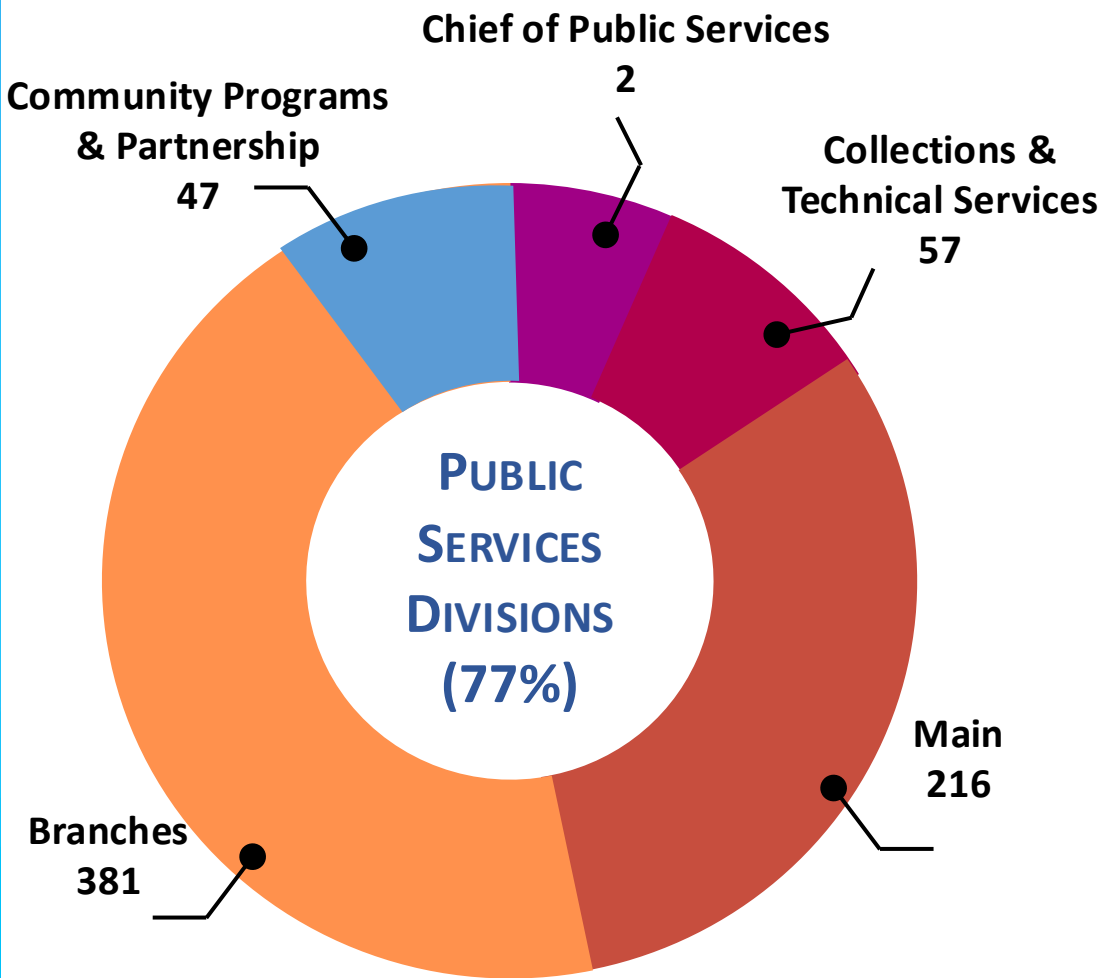
CURRENT NUMBER OF EMPLOYEES: 908*

Part-time Employees



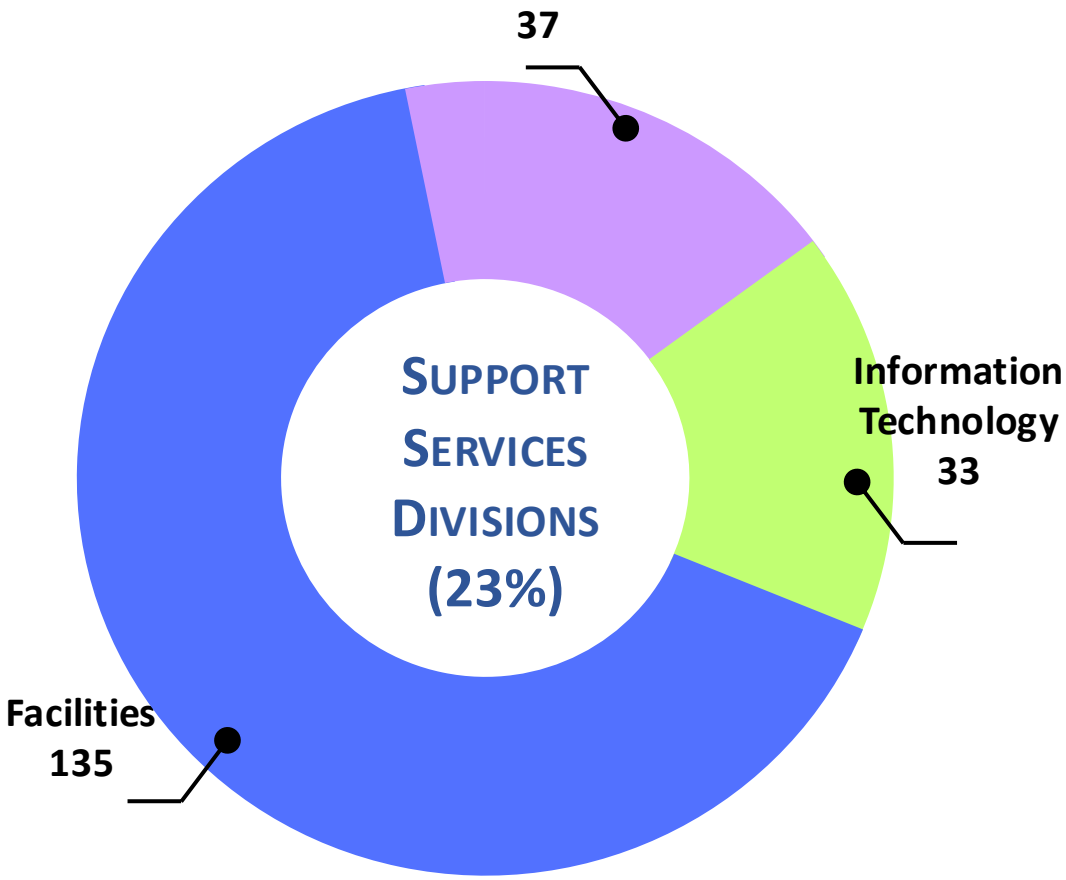
*Active Employees as of 7/1/25

SFPL Workforce Overview: SFPL Divisions (FY25)



Total Public Service Divisions: 703*

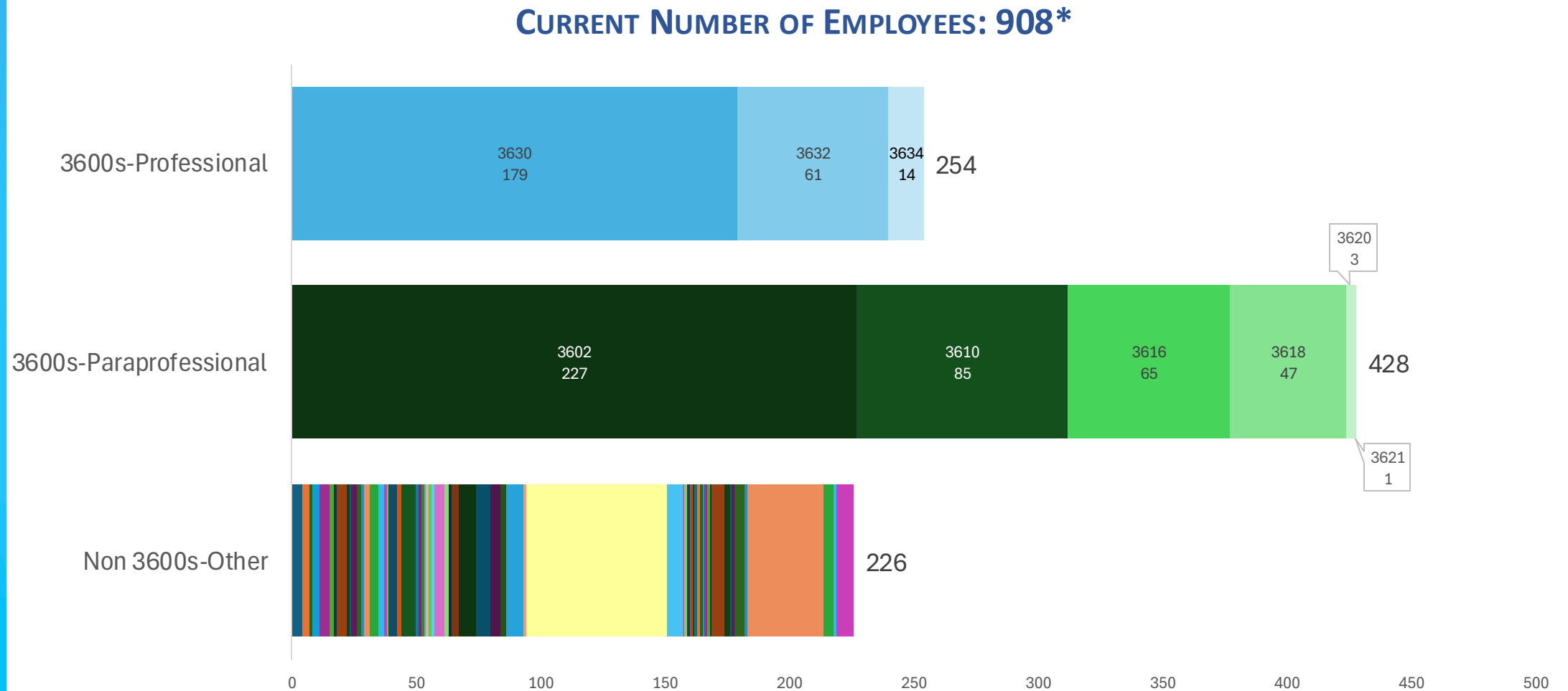
Administration (Human Resources, Finance, City Librarian's Office, Research, Strategy & Analytics)



Total Support Divisions: 205*

**Active Employees as of 7/1/25*

SFPL Workforce Overview: Job Classifications (FY25)



*Active Employees as of 7/1/25

SFPL Workforce Overview: 3600 Series

3600 series is the Library professional and paraprofessional series of classifications

PARAPROFESSIONAL

- 3602 Library Page
- 3610 Library Assistant
- 3616 Library Technical Assistant I
- 3618 Library Technical Assistant II
- 3620 Conservation Technician I
- 3621 Conservation Technician II

PROFESSIONAL

- 3630 Librarian I
- 3632 Librarian II
- 3634 Librarian III

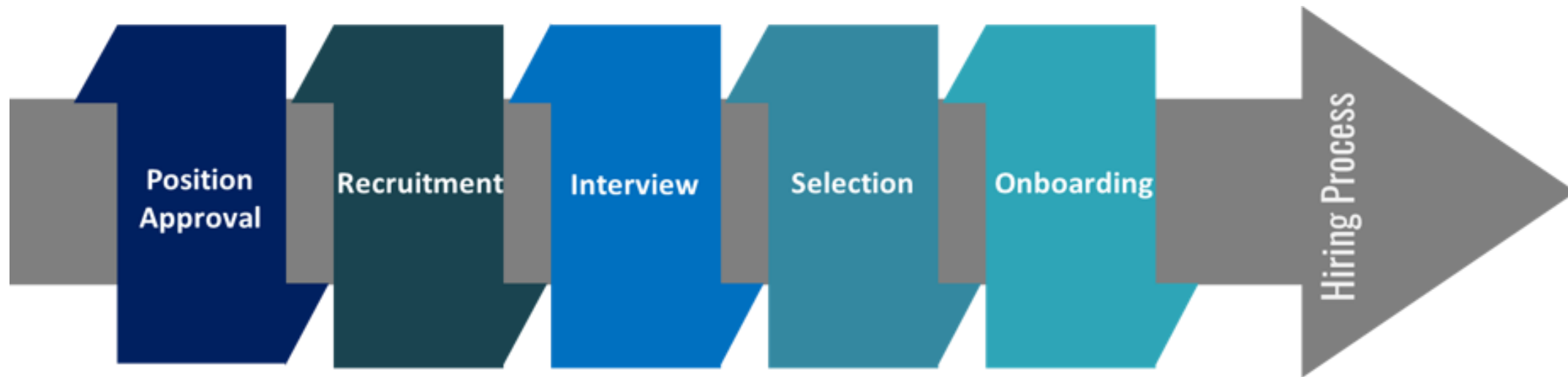


SFPL Workforce Overview: Labor Unions

- SEIU Local 1021
- Local 21
- MEA
- Stationary Engineer, Local 39
- Teamsters 853
- IATSE, Local 16
- TWU, Local 250-A, Misc.
- Laborers, Local 261
- Carpenters, Local 22
- Electrical Workers, Local 6



Talent Acquisition: Hiring Process

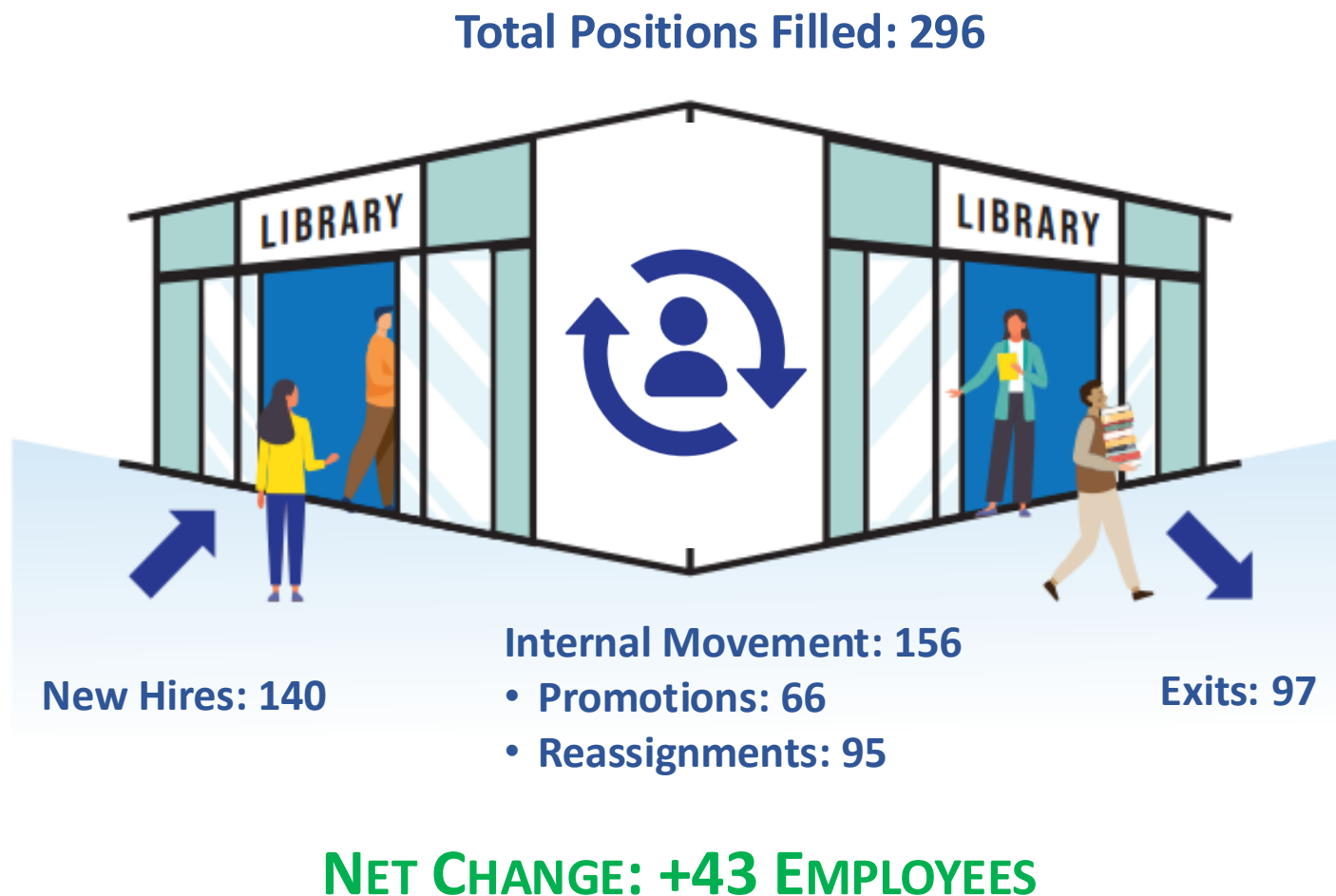


Talent Acquisition: Average Vacancy Rate

	FY22	FY23	FY24	FY25
TOTAL NUMBER OF POSITIONS	981	985	992	985
NUMBER VACANT	140	133	100	96
VACANCY RATE	14.2%	13.5%	10.1%	9.8%

Vacancy Rate = #Vacant of Positions/#Positions

Talent Acquisition: FY24 & FY25 Activities



Highlights:

- Beginning FY24 Vacancy Rate: 13.5%
- Ending FY25 Vacancy Rate: 9.8%

Vacancy Rate Net Change: -3.7%

- Beginning FY24 Number of Employees: 865*
- Ending FY25 Number of Employees: 908*

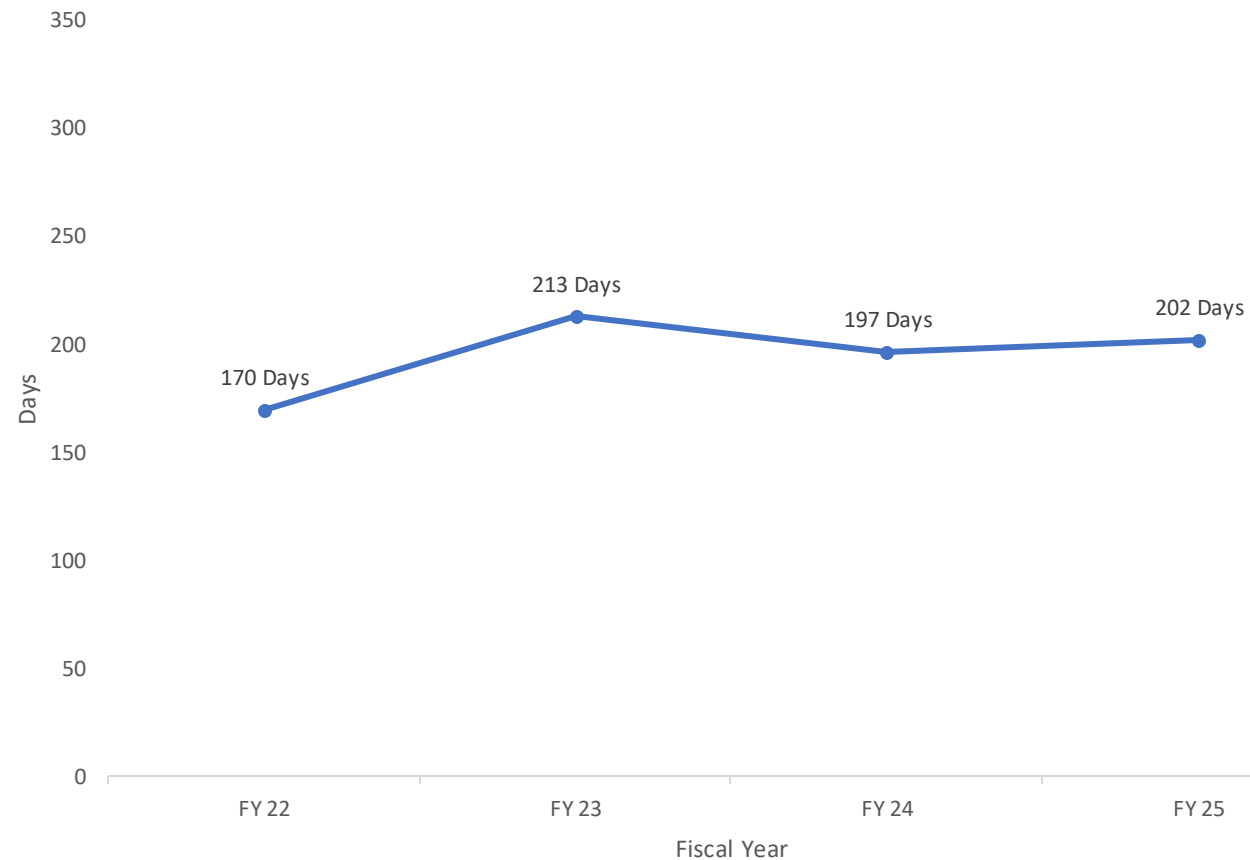
Employee Net Change: +43

(Includes transfers, reappointments, reinstatements, & reversion movements that are not considered as new hires)

*Includes active permanent and exempt employees (excludes TEANs & Prop F) as of 7/1/24 & 7/1/25

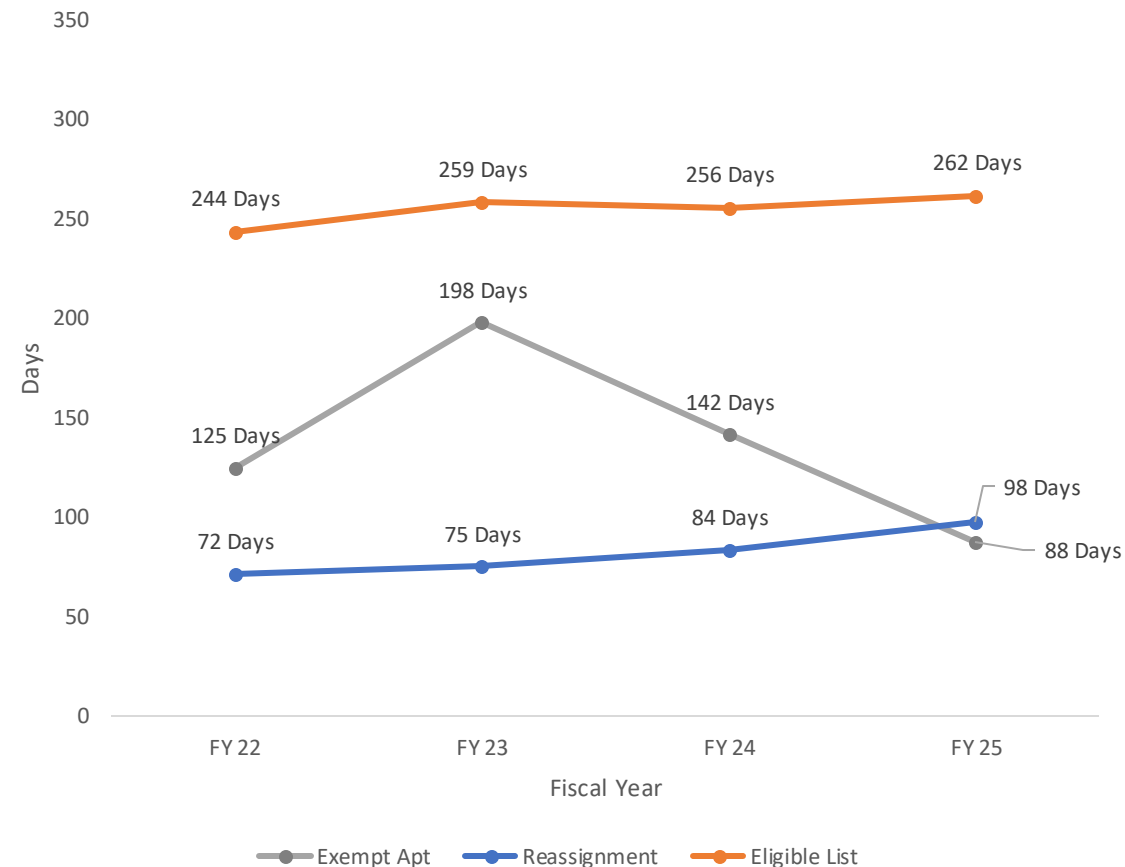
Talent Acquisition: Average Time to Hire

AVERAGE TIME TO HIRE BY FY



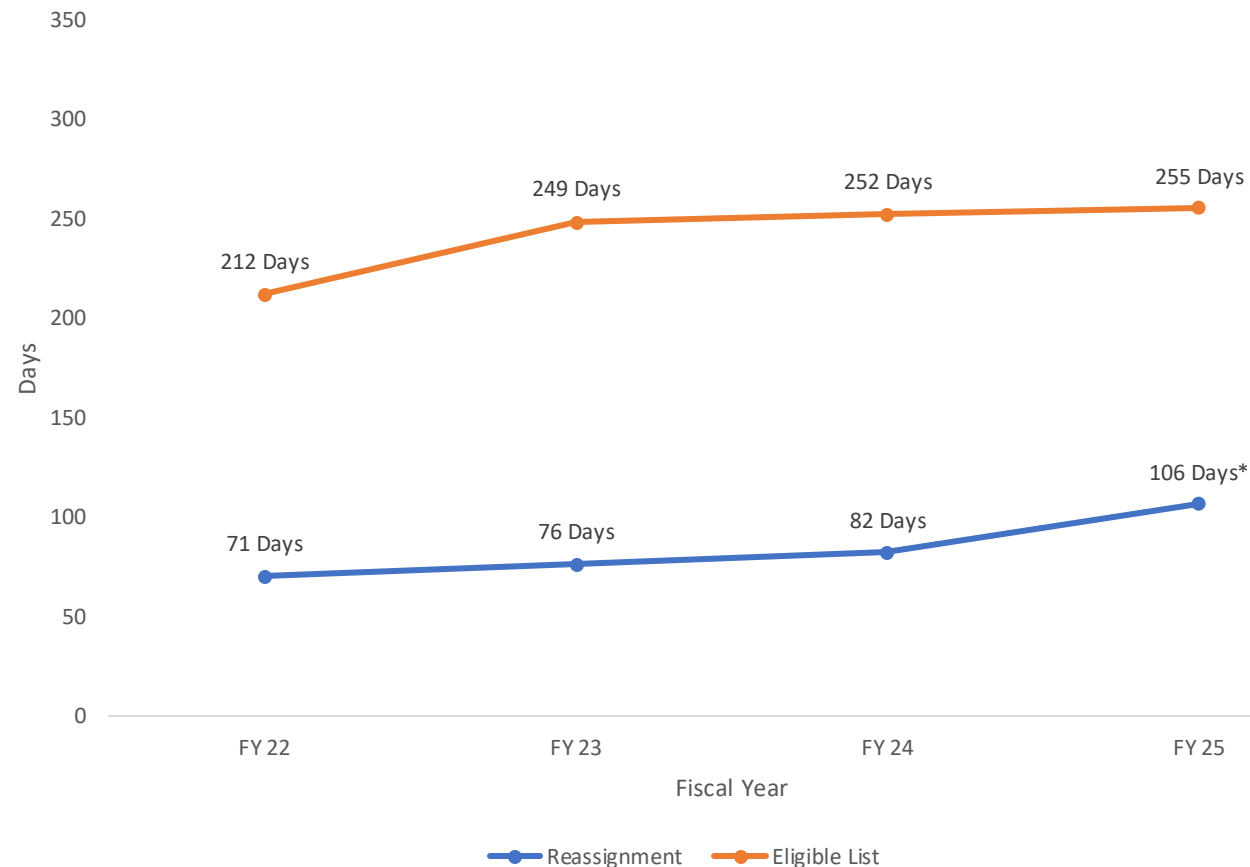
Talent Acquisition: Average Time to Hire by Hiring Type

**AVERAGE TIME TO HIRE
REASSIGNMENT VS. ELIGIBLE LIST VS. EXEMPT APPOINTMENTS BY FY**



Talent Acquisition: Average Time to Hire

**AVERAGE TIME TO HIRE
3600 SERIES REASSIGNMENT VS. ELIGIBLE LIST BY FY**



Expanding Our Reach: Recruitment Efforts



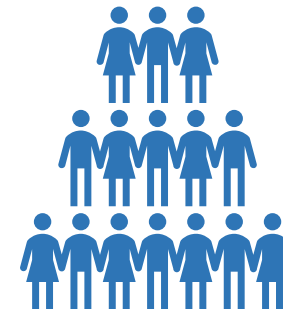
Outreach &
Career Fairs



Citywide
Collaborations



Partnerships, Outlets &
Pipeline Workgroup



Outreach, Career Fairs, and Collaborations

San Francisco Recreation & Parks Presents

CITYWIDE JOB FAIRS 2025

SATURDAY JANUARY 11, 10 AM - 1 PM
HAMILTON RECREATION CENTER 1900 GEARY BLVD.

SATURDAY, FEBRUARY 8, 10 AM - 2 PM
SF COUNTY FAIR BUILDING 1199 9TH AVE.

Attending Employers include San Francisco Recreation & Parks, Adult Probation Department, City Administrator, City Controller, City College of San Francisco, Department of Building Inspection, Department of Emergency Management, Department of Human Resources, Department of Public Health, Human Services Agency, Juvenile Probation Department, Office of the Assessor-Recorder, SF Fire Department, SF International Airport, SF Police Department, SF Public Library, SF Public Utilities Commission, SF Sheriff's Office, SF Unified School District, & MORE.

Attending Organizations include CA State Parks, Childcare Careers, City College of San Francisco, MYEEP (Mayor's Youth Employment & Education Program), SFO Business Center, and Success Centers.

Logos: SAN FRANCISCO RECREATION & PARKS, SFO, SFDEM, SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH, ASSESSOR, SAN FRANCISCO HUMAN SERVICES AGENCY, and the official seal of the City and County of San Francisco.

The City and County of San Francisco is an Equal Employment Opportunity Employer. For more information, email RPD_Recruitment@sf.gov.



Partnerships, Outlets, and Pipelines Workgroup



Goal: Identify New Outlets & Recruitment Activities

Recommendations:

- Identify additional outlets
- Promote the City's new Career Center



Goal: Leverage Partnerships

Recommendations:

- Utilize networks and staff connections to leverage partnerships
- Promote jobs through partner organizations



Goal: Develop Pipelines to Library Careers

Recommendations:

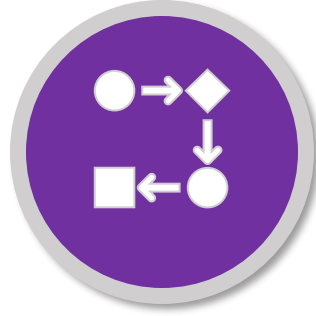
- Develop new recruitment materials to advertise Library openings
- Include Subject Matter Experts in Career Fairs



Continuous Improvement Efforts and Achievements



**Designed and Launched
Robust HR Website on
SFPL LibHub (Intranet)**



**Advanced Efficiency through
the Annual HR Process
Improvement Forum**



**Developed Additional Performance
Plan & Appraisal Report (PPAR)
Tools & Resources**



Wellness Achievements



Enhanced Employee Recognition

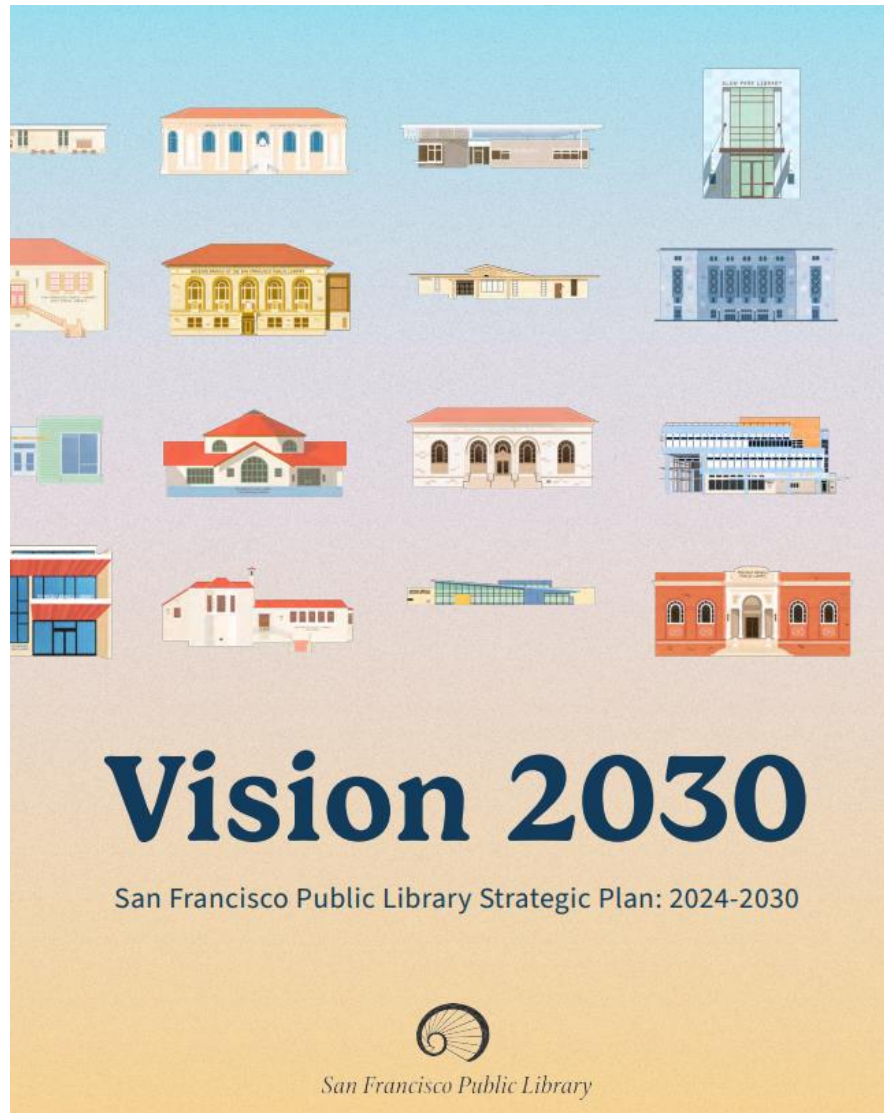


**Led and Implemented
Strategic Priority Initiatives**

Enhanced Employee Recognition



Led and Implemented Strategic Priority Initiatives





THANK YOU

Questions?

We appreciate your continued support

