

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: November 7, 2024

CAO File No. 0220-06198-0008

Council File No. 24-0275

Council District: All

To: The City Council

From: Matthew W. Szabo, City Administrative Officer 

Subject: **PRIORITIZED CRITICAL HIRING PROCESS STATUS UPDATE – OCTOBER 2024**

RECOMMENDATION

That the Council note and file this report, as it is provided for informational purposes only.

SUMMARY

On January 26, 2024 the Council approved the City Administrative Officer's (CAO) recommendation to implement a Prioritized Critical Hiring (PCH) process (C.F. 23-0600-S115). The Mayor concurred with the Council action on February 2, 2024, which commenced the implementation of the PCH. The Council further directed the CAO to report monthly following the implementation of the PCH process on positions that departments have filled through the process. This report is the ninth of these monthly reports, through the end of October 2024. Additional information regarding the PCH process and PCH Committee can be found within the February 2024 status report (C.F. 24-0275).

Through October 31, 2024, the CAO has received 2,924 submissions from departments for review by the PCH Committee. Since the inception of the PCH process, a total of 1,432 submissions have been approved, authorizing departments to hire 5,665 employees (1,394 full-time and 4,271 part-time). During the month of October 2024, 425 new requests were submitted. In October 2024, the PCH Committee approved 33 submissions, authorizing departments to hire 44 employees (30 full-time and 14 part-time).

Attachment 1 provides a breakdown of the PCH submissions by department from the implementation of the PCH process through October 31, 2024, along with their status. Attachment 2 provides a summary of the PCH Committee actions from the implementation of the PCH process through October 31, 2024. Attachment 3 details the incremental changes in the status of PCH submissions during the month of October 2024. Attachment 4 includes a summary of the PCH Committee's actions during the month of October 2024.

FISCAL IMPACT STATEMENT

There is no fiscal impact associated with approval of the recommendation to note and file this report.

FINANCIAL POLICIES STATEMENT

This report is in compliance with the City's Financial Policies.

MWS:BC:MAV:11250052

Attachment 1: Submissions for PCH Committee Review

Attachment 2: Summary of PCH Committee Actions

Attachment 3: Change in Status from the Prior Month - Submissions for PCH Committee Review

Attachment 4: Monthly Summary of PCH Committee Actions

Submissions for PCH Committee Review
Status as of October 31, 2024

Department	Total Requests* Submitted	Status of Request				
		Pending Review by CAO	Pending Review by PCH Committee	Approved by PCH Committee	Denied by PCH Committee	Request Rescinded by the Department
Aging	21	8	4	3	6	-
Animal Services	78	3	9	28	36	2
Cannabis Regulation	26	4	5	12	3	2
City Administrative Officer	31	-	3	28	-	-
City Attorney	45	-	4	24	11	6
City Clerk	35	-	4	19	4	8
City Planning	78	1	24	38	9	6
City Tourism	1	-	-	1	-	-
Civil + Human Rights and Equity	10	3	-	2	5	-
Community Investment for Families	31	-	9	15	4	3
Controller	20	-	8	5	5	2
Cultural Affairs	69	6	9	30	16	8
Disability	12	-	3	5	4	-
Economic and Workforce Development	72	-	8	51	5	8
El Pueblo	6	-	-	6	-	-
Emergency Management	12	-	2	7	2	1
Ethics	6	-	3	3	-	-
Finance	10	-	-	7	-	3
Fire	142	4	8	45	62	23
General Services	355	15	27	185	117	11
Housing	193	26	14	124	7	22
Information Technology Agency	55	-	21	23	7	4
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	163	6	35	92	22	8
Police	191	15	47	114	14	1
Public Works - Board	16	1	1	9	4	1
Public Works - Contract Administration	41	-	1	17	23	-
Public Works - Engineering	205	76	33	72	7	17
Public Works - Sanitation	234	68	19	114	13	20
Public Works - Street Lighting	13	2	1	3	3	4
Public Works - Street Services	269	73	57	98	35	6
Recreation and Parks	203	21	17	151	8	6
Transportation	244	123	11	87	10	13
Youth Development	8	2	1	3	1	1
Zoo	28	5	8	11	3	1
Total	2,924	462	396	1,432	447	187

If a department is not listed above, a request for PCH Review has not been submitted.

* For full-time positions (employees hired in regular, resolution, and substitute authority positions), a request may only include one position. Requests for part-time positions (employees hired under as-needed and hiring hall employment authority) may include multiple positions in a single request.

Summary of PCH Committee Actions
Status as of October 31, 2024

Department	Total Requests Reviewed by PCH Committee	APPROVED			DENIED		
		Number of Requests	Number of Full-Time* Positions	Number of Part-Time* Positions	Number of Requests	Number of Full-Time* Positions	Number of Part-Time* Positions
Aging	9	3	3	-	6	2	27
Animal Services	64	28	26	122	36	36	-
Cannabis Regulation	15	12	12	-	3	3	-
City Administrative Officer	28	28	25	4	-	-	-
City Attorney	35	24	24	-	11	11	-
City Clerk	23	19	18	1	4	4	-
City Planning	47	38	38	-	9	9	-
City Tourism	1	1	1	-	-	-	-
Civil + Human Rights and Equity	7	2	-	4	5	5	-
Community Investment for Families	19	15	13	3	4	1	3
Controller	10	5	5	-	5	5	-
Cultural Affairs	46	30	16	46	16	15	1
Disability	9	5	4	2	4	4	-
Economic and Workforce Development	56	51	50	3	5	5	-
El Pueblo	6	6	3	8	-	-	-
Emergency Management	9	7	5	2	2	2	-
Ethics	3	3	3	-	-	-	-
Finance	7	7	8	-	-	-	-
Fire	107	45	43	17	62	62	-
General Services	302	185	144	152	117	115	2
Housing	131	124	122	12	7	7	-
Information Technology Agency	30	23	23	-	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	114	92	81	29	22	21	1
Police	128	114	112	2	14	14	-
Public Works - Board	13	9	9	-	4	4	-
Public Works - Contract Administration	40	17	17	-	23	23	-
Public Works - Engineering	79	72	69	26	7	7	-
Public Works - Sanitation	127	114	113	1	13	13	-
Public Works - Street Lighting	6	3	3	-	3	3	-
Public Works - Street Services	133	98	98	-	35	35	-
Recreation and Parks	159	151	211	3,800	8	10	-
Transportation	97	87	87	-	10	10	-
Youth Development	4	3	2	2	1	1	-
Zoo	14	11	6	35	3	3	-
Total	1,879	1,432	1,394	4,271	447	438	34
		Total Positions				472	
			5,665				

If a department is not listed above, a request has not yet been reviewed by the Committee.

*Full-time positions include employees hired in regular, resolution, and substitute authority positions. Part-time positions include employees hired under as-needed and hiring hall employment authority.

Change in Status from the Prior Month - Submissions for PCH Committee Review
Change from September 30, 2024 to October 31, 2024

Department	Total Requests* Submitted	Status of Request				
		Pending Review by CAO	Pending Review by PCH Committee	Approved by PCH Committee	Denied by PCH Committee	Request Rescinded by the Department
Aging	8	5	3	-	-	-
Animal Services	-	-	-	-	-	-
Cannabis Regulation	-	(5)	5	-	-	-
City Administrative Officer	2	-	1	1	-	-
City Attorney	1	-	1	-	-	-
City Clerk	2	(1)	1	2	-	-
City Planning	10	(3)	13	-	-	-
City Tourism	-	-	-	-	-	-
Civil + Human Rights and Equity	3	3	-	-	-	-
Community Investment for Families	2	(1)	3	-	-	-
Controller	2	-	-	-	-	2
Cultural Affairs	12	6	5	-	-	1
Disability	1	-	(2)	3	-	-
Economic and Workforce Development	2	-	1	1	-	-
El Pueblo	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-
Ethics	3	-	3	-	-	-
Finance	-	-	(3)	3	-	-
Fire	8	(2)	7	2	-	1
General Services	12	4	(1)	9	-	-
Housing	9	(5)	14	-	-	-
Information Technology Agency	10	(2)	12	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-
Personnel	20	1	16	-	-	3
Police	23	15	8	-	-	-
Public Works - Board	-	-	-	-	-	-
Public Works - Contract Administration	4	-	-	4	-	-
Public Works - Engineering	35	26	5	4	-	-
Public Works - Sanitation	61	51	10	-	-	-
Public Works - Street Lighting	1	1	-	-	-	-
Public Works - Street Services	64	9	51	4	-	-
Recreation and Parks	10	10	-	-	-	-
Transportation	105	105	-	-	-	-
Youth Development	2	2	-	-	-	-
Zoo	13	5	8	-	-	-
Total	425	224	161	33	-	7

If a department is not listed above, a request for PCH Review has not been submitted

* For full-time positions (employees hired in regular, resolution, and substitute authority positions), a request may only include one position. Requests for part-time positions (employees hired under as-needed and hiring hall employment authority) may include multiple positions in a single request.

Monthly Summary of PCH Committee Actions

October 2024

Department	Total Requests Reviewed by PCH Committee	APPROVED		DENIED			
		Number of Requests	Number of Full-Time* Positions	Number of Part-Time* Positions	Number of Requests	Number of Full-Time* Positions	Number of Part-Time* Positions
Aging	-	-	-	-	-	-	-
Animal Services	-	-	-	-	-	-	-
Cannabis Regulation	-	-	-	-	-	-	-
City Administrative Officer	1	1	1	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	2	2	2	-	-	-	-
City Planning	-	-	-	-	-	-	-
City Tourism	-	-	-	-	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-	-
Community Investment for Families	-	-	-	-	-	-	-
Controller	-	-	-	-	-	-	-
Cultural Affairs	-	-	-	-	-	-	-
Disability	3	3	2	2	-	-	-
Economic and Workforce Development	1	1	1	-	-	-	-
El Pueblo	-	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-	-
Ethics	-	-	-	-	-	-	-
Finance	3	3	4	-	-	-	-
Fire	2	2	2	-	-	-	-
General Services	9	9	6	12	-	-	-
Housing	-	-	-	-	-	-	-
Information Technology Agency	-	-	-	-	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-	-
Personnel	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-
Public Works - Board	-	-	-	-	-	-	-
Public Works - Contract Administration	4	4	4	-	-	-	-
Public Works - Engineering	4	4	4	-	-	-	-
Public Works - Sanitation	-	-	-	-	-	-	-
Public Works - Street Lighting	-	-	-	-	-	-	-
Public Works - Street Services	4	4	4	-	-	-	-
Recreation and Parks	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-
Youth Development	-	-	-	-	-	-	-
Zoo	-	-	-	-	-	-	-
Total	33	33	30	14	-	-	-
		Total Positions	44			0	

If a department is not listed above, a request has not yet been reviewed by the Committee.

*Full-time positions include employees hired in regular, resolution, and substitute authority positions. Part-time positions include employees hired under as-needed and hiring hall employment authority.