

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 16, 2025

CAO File No. 0220-06198-0010

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 – DECEMBER 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 11th of these monthly reports, through the end of December 2024. Additional information regarding the PCH process and PCH Committee can be found within the February 2024 status report (C.F. 24-0275).

Through December 31, 2024, the CAO has received 3,279 submissions from departments for review by the PCH Committee. Since the inception of the PCH process, a total of 1,607 submissions have been approved, authorizing departments to hire 5,900 employees (1,609 full-time and 4,291 part-time). During the month of December 2024, 178 new requests were submitted. In December 2024, the PCH Committee approved 140 submissions, authorizing departments to hire 188 employees (184 full-time and 4 part-time).

Attachment 1 provides a breakdown of the PCH submissions by department from the implementation of the PCH process through December 31, 2024, along with their status. Attachment 2 provides a summary of the PCH Committee actions from the implementation of the PCH process through December 31, 2024. Attachment 3 details the incremental changes in the status of PCH submissions during the month of December 2024. Attachment 4 includes a summary of the PCH Committee's actions during the month of December 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:11250067

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 December 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 | 7 | 4 | 3 | 6 | 1 |
| Animal Services | 102 | 27 | 9 | 28 | 36 | 2 |
| Cannabis Regulation | 26 | - | 9 | 12 | 3 | 2 |
| City Administrative Officer | 39 | 4 | 4 | 30 | 1 | - |
| City Attorney | 90 | 24 | 24 | 25 | 11 | 6 |
| City Clerk | 38 | 3 | 3 | 20 | 4 | 8 |
| City Planning | 86 | 1 | 32 | 38 | 9 | 6 |
| City Tourism | 1 | - | - | 1 | - | - |
| Civil + Human Rights and Equity | 11 | 2 | - | 4 | 5 | - |
| Community Investment for Families | 31 | - | 8 | 16 | 4 | 3 |
| Controller | 21 | - | 7 | 7 | 5 | 2 |
| Cultural Affairs | 71 | 2 | 10 | 34 | 16 | 9 |
| Disability | 12 | - | 1 | 7 | 4 | - |
| Economic and Workforce Development | 81 | 1 | 15 | 52 | 5 | 8 |
| El Pueblo | 6 | - | - | 6 | - | - |
| Emergency Management | 12 | - | 1 | 8 | 2 | 1 |
| Ethics | 8 | - | - | 8 | - | - |
| Finance | 11 | - | 1 | 7 | - | 3 |
| Fire ** | 148 | 2 | 10 | 51 | 62 | 23 |
| General Services | 362 | 18 | 27 | 189 | 117 | 11 |
| Housing | 265 | 59 | 2 | 170 | 7 | 27 |
| Information Technology Agency | 56 | 1 | 13 | 31 | 7 | 4 |
| Neighborhood Empowerment | 1 | - | - | - | 1 | - |
| Personnel | 182 | 9 | 37 | 106 | 22 | 8 |
| Police | 208 | 15 | 64 | 114 | 14 | 1 |
| Public Works - Board | 17 | - | 2 | 9 | 4 | 2 |
| Public Works - Contract Administration | 42 | - | 1 | 18 | 23 | - |
| Public Works - Engineering | 227 | 61 | 55 | 87 | 7 | 17 |
| Public Works - Sanitation | 298 | 124 | 21 | 120 | 13 | 20 |
| Public Works - Street Lighting | 19 | 8 | 1 | 3 | 3 | 4 |
| Public Works - Street Services | 286 | 49 | 61 | 128 | 36 | 12 |
| Recreation and Parks | 215 | 12 | 17 | 168 | 8 | 10 |
| Transportation | 248 | 125 | 11 | 89 | 10 | 13 |
| Youth Development | 8 | 2 | 1 | 3 | 1 | 1 |
| Zoo | 30 | 5 | 6 | 15 | 3 | 1 |
| Total | 3,279 | 561 | 457 | 1,607 | 449 | 205 |

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.

**Fire: 49 of the 62 positions denied were as a result of the positions being eliminated in the FY 2024-25 Budget.

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

| Department | Total Requests Reviewed by PCH Committee | APPROVED | | | DENIED | | | |
|--|--|------------------------|----------------------|----------------------|--------------------|----------------------|----------------------|--|
| | | Number of Requests | Number of Full-Time* | Number of Part-Time* | Number of Requests | Number of Full-Time* | Number of Part-Time* | |
| 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 | 31 | 30 | 27 | 4 | 1 | 1 | - | |
| City Attorney | 36 | 25 | 25 | - | 11 | 11 | - | |
| City Clerk | 24 | 20 | 19 | 1 | 4 | 4 | - | |
| City Planning | 47 | 38 | 38 | - | 9 | 9 | - | |
| City Tourism | 1 | 1 | 1 | - | - | - | - | |
| Civil + Human Rights and Equity | 9 | 4 | 2 | 4 | 5 | 5 | - | |
| Community Investment for Families | 20 | 16 | 14 | 3 | 4 | 1 | 3 | |
| Controller | 12 | 7 | 7 | - | 5 | 5 | - | |
| Cultural Affairs | 50 | 34 | 17 | 60 | 16 | 15 | 1 | |
| Disability | 11 | 7 | 6 | 2 | 4 | 4 | - | |
| Economic and Workforce Development | 57 | 52 | 51 | 3 | 5 | 5 | - | |
| El Pueblo | 6 | 6 | 3 | 8 | - | - | - | |
| Emergency Management | 10 | 8 | 6 | 2 | 2 | 2 | - | |
| Ethics | 8 | 8 | 8 | - | - | - | - | |
| Finance | 7 | 7 | 8 | - | - | - | - | |
| Fire ** | 113 | 51 | 74 | 17 | 62 | 62 | - | |
| General Services | 306 | 189 | 148 | 152 | 117 | 115 | 2 | |
| Housing | 177 | 170 | 168 | 12 | 7 | 7 | - | |
| Information Technology Agency | 38 | 31 | 31 | - | 7 | 7 | - | |
| Neighborhood Empowerment | 1 | - | - | - | 1 | 1 | - | |
| Personnel | 128 | 106 | 93 | 35 | 22 | 21 | 1 | |
| Police | 128 | 114 | 112 | 2 | 14 | 14 | - | |
| Public Works - Board | 13 | 9 | 9 | - | 4 | 4 | - | |
| Public Works - Contract Administration | 41 | 18 | 18 | - | 23 | 23 | - | |
| Public Works - Engineering | 94 | 87 | 84 | 26 | 7 | 7 | - | |
| Public Works - Sanitation | 133 | 120 | 119 | 1 | 13 | 13 | - | |
| Public Works - Street Lighting | 6 | 3 | 3 | - | 3 | 3 | - | |
| Public Works - Street Services | 164 | 128 | 128 | - | 36 | 36 | - | |
| Recreation and Parks | 176 | 168 | 248 | 3,800 | 8 | 10 | - | |
| Transportation | 99 | 89 | 89 | - | 10 | 10 | - | |
| Youth Development | 4 | 3 | 2 | 2 | 1 | 1 | - | |
| Zoo | 18 | 15 | 10 | 35 | 3 | 3 | - | |
| Total | 2,056 | 1,607 | 1,609 | 4,291 | 449 | 440 | 34 | |
| | | Total Positions | | | | 5,900 | | |
| | | | | | | 474 | | |

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.

**Fire: 49 of the 62 positions denied were as a result of the positions being eliminated in the FY 2024-25 Budget.

Change in Status from the Prior Month - Submissions for PCH Committee Review
Change from November 30, 2024 to December 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 | - | (1) | - | - | - | 1 |
| Animal Services | 24 | 24 | - | - | - | - |
| Cannabis Regulation | - | - | - | - | - | - |
| City Administrative Officer | 7 | 4 | 1 | 2 | - | - |
| City Attorney | 31 | 10 | 20 | 1 | - | - |
| City Clerk | 3 | 3 | (1) | 1 | - | - |
| City Planning | 8 | 1 | 7 | - | - | - |
| City Tourism | - | - | - | - | - | - |
| Civil + Human Rights and Equity | - | (2) | - | 2 | - | - |
| Community Investment for Families | - | - | (1) | 1 | - | - |
| Controller | 1 | - | 1 | - | - | - |
| Cultural Affairs | 2 | (4) | 4 | 1 | - | 1 |
| Disability | - | - | (1) | 1 | - | - |
| Economic and Workforce Development | 5 | - | 4 | 1 | - | - |
| El Pueblo | - | - | - | - | - | - |
| Emergency Management | - | - | (1) | 1 | - | - |
| Ethics | - | (2) | (2) | 4 | - | - |
| Finance | 1 | - | 1 | - | - | - |
| Fire | 2 | (6) | 4 | 4 | - | - |
| General Services | 7 | 3 | - | 4 | - | - |
| Housing | 11 | 9 | (31) | 33 | - | - |
| Information Technology Agency | 1 | 1 | (8) | 8 | - | - |
| Neighborhood Empowerment | - | - | - | - | - | - |
| Personnel | 7 | (4) | 5 | 6 | - | - |
| Police | 15 | 15 | - | - | - | - |
| Public Works - Board | 1 | (1) | 1 | - | - | 1 |
| Public Works - Contract Administration | - | - | (1) | 1 | - | - |
| Public Works - Engineering | 18 | 16 | (13) | 15 | - | - |
| Public Works - Sanitation | 24 | 21 | (2) | 5 | - | - |
| Public Works - Street Lighting | - | - | - | - | - | - |
| Public Works - Street Services | 3 | (38) | 4 | 30 | 1 | 6 |
| Recreation and Parks | 1 | (4) | (12) | 17 | - | - |
| Transportation | 4 | 2 | - | 2 | - | - |
| Youth Development | - | - | - | - | - | - |
| Zoo | 2 | - | 2 | - | - | - |
| Total | 178 | 47 | (19) | 140 | 1 | 9 |

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
December 2024

| Department | Total Requests Reviewed by PCH Committee | APPROVED | | | DENIED | | |
|--|--|------------------------|----------------------|----------------------|--------------------|----------------------|----------------------|
| | | Number of Requests | Number of Full-Time* | Number of Part-Time* | Number of Requests | Number of Full-Time* | Number of Part-Time* |
| Aging | - | - | - | - | - | - | - |
| Animal Services | - | - | - | - | - | - | - |
| Cannabis Regulation | - | - | - | - | - | - | - |
| City Administrative Officer | 2 | 2 | 2 | - | - | - | - |
| City Attorney | 1 | 1 | 1 | - | - | - | - |
| City Clerk | 1 | 1 | 1 | - | - | - | - |
| City Planning | - | - | - | - | - | - | - |
| City Tourism | - | - | - | - | - | - | - |
| Civil + Human Rights and Equity | 2 | 2 | 2 | - | - | - | - |
| Community Investment for Families | 1 | 1 | 1 | - | - | - | - |
| Controller | - | - | - | - | - | - | - |
| Cultural Affairs | 1 | 1 | 1 | - | - | - | - |
| Disability | 1 | 1 | 1 | - | - | - | - |
| Economic and Workforce Development | 1 | 1 | 1 | - | - | - | - |
| El Pueblo | - | - | - | - | - | - | - |
| Emergency Management | 1 | 1 | 1 | - | - | - | - |
| Ethics | 4 | 4 | 4 | - | - | - | - |
| Finance | - | - | - | - | - | - | - |
| Fire | 4 | 4 | 29 | - | - | - | - |
| General Services | 4 | 4 | 4 | - | - | - | - |
| Housing | 33 | 33 | 33 | - | - | - | - |
| Information Technology Agency | 8 | 8 | 8 | - | - | - | - |
| Neighborhood Empowerment | - | - | - | - | - | - | - |
| Personnel | 6 | 6 | 5 | 4 | - | - | - |
| Police | - | - | - | - | - | - | - |
| Public Works - Board | - | - | - | - | - | - | - |
| Public Works - Contract Administration | 1 | 1 | 1 | - | - | - | - |
| Public Works - Engineering | 15 | 15 | 15 | - | - | - | - |
| Public Works - Sanitation | 5 | 5 | 5 | - | - | - | - |
| Public Works - Street Lighting | - | - | - | - | - | - | - |
| Public Works - Street Services | 31 | 30 | 30 | - | 1 | 1 | - |
| Recreation and Parks | 17 | 17 | 37 | - | - | - | - |
| Transportation | 2 | 2 | 2 | - | - | - | - |
| Youth Development | - | - | - | - | - | - | - |
| Zoo | - | - | - | - | - | - | - |
| Total | 141 | 140 | 184 | 4 | 1 | 1 | - |
| | | Total Positions | 188 | | | 1 | |

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.