

**REPORT FROM**

## **OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

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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**

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### **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
<b>Total</b>	<b>3,279</b>	<b>561</b>	<b>457</b>	<b>1,607</b>	<b>449</b>	<b>205</b>

*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* 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	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	-
<b>Total</b>	<b>2,056</b>	<b>1,607</b>	<b>1,609</b>	<b>4,291</b>	<b>449</b>	<b>440</b>	<b>34</b>
		<b>Total Positions</b>		<b>5,900</b>			
					<b>474</b>		

*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	-	-	-
<b>Total</b>	<b>178</b>	<b>47</b>	<b>(19)</b>	<b>140</b>	<b>1</b>	<b>9</b>

*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* 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	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	-	-	-	-	-	-	-
<b>Total</b>	<b>141</b>	<b>140</b>	<b>184</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>-</b>
<b>Total Positions</b>			<b>188</b>			<b>1</b>	

*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.