

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: April 4, 2024

CAO File No. 0220-06198-0001

Council File No. 24-0275

Council District: All

To: Budget, Finance, and Innovation Committee
Personnel, Audits, and Hiring Committee

From: Matthew W. Szabo, City Administrative Officer 

Subject: **PRIORITIZED CRITICAL HIRING PROCESS STATUS UPDATE – MARCH 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 second of these monthly reports, through the end of March 2024. Additional information regarding the PCH process and PCH Committee can be found within the February 2024 status report (C.F. 24-0275).

Through March 31, 2024, the CAO has received 1,097 submissions from Departments for review by the PCH Committee. Attachment 1 provides a breakdown of the PCH submissions by department, along with their status. Attachment 2 provides a summary of the PCH Committee actions.

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:11240089

Attachment 1: Submissions for PCH Committee Review

Attachment 2: Summary of PCH Committee Actions

Submissions for PCH Committee Review
Status as of March 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		Pending Review by CAO	Pending Review by PCH Committee	Approved by PCH Committee	Denied by PCH Committee	Request Rescinded by the Department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	7	5	-	-	2	-
Animal Services	47	47	-	-	-	-
Cannabis Regulation	12	-	-	8	3	1
City Administrative Officer	5	-	3	2	-	-
City Attorney	20	17	3	-	-	-
City Clerk	9	5	-	1	3	-
City Planning	21	-	5	7	8	1
Civil + Human Rights and Equity	3	-	-	-	3	-
Community Investment for Families	9	-	-	3	5	1
Controller	3	-	-	-	3	-
Cultural Affairs	18	15	-	-	2	1
Disability	6	-	-	2	4	-
Economic and Workforce Development	33	7	14	7	4	1
El Pueblo	2	2	-	-	-	-
Emergency Management	5	-	1	3	1	-
Ethics	3	-	-	3	-	-
Finance	6	5	-	1	-	-
Fire	102	85	11	2	4	-
General Services	211	39	59	42	63	8
Housing	49	21	16	6	1	5
Information Technology Agency	15	5	8	-	2	-
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	38	2	14	12	10	-
Police	62	-	34	14	14	-
Public Works - Board	5	3	1	-	1	-
Public Works - Contract Administration	28	-	1	8	19	-
Public Works - Engineering	47	41	6	-	-	-
Public Works - Sanitation	44	15	18	2	4	5
Public Works - Street Lighting	5	5	-	-	-	-
Public Works - Street Services	110	110	-	-	-	-
Recreation and Parks	100	24	11	64	-	1
Transportation	62	61	1	-	-	-
Youth Development	1	-	1	-	-	-
Zoo	8	-	-	5	3	-
Total	1,097	514	207	192	160	24

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 March 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	2	-	-	-	2	-	24
Cannabis Regulation	11	8	8	-	3	3	-
City Administrative Officer	2	2	2	-	-	-	-
City Clerk	4	1	1	-	3	3	-
City Planning	15	7	7	-	8	8	-
Civil + Human Rights and Equity	3	-	-	-	3	3	-
Community Investment for Families	8	3	3	-	5	2	3
Controller	3	-	-	-	3	3	-
Cultural Affairs	2	-	-	-	2	2	-
Disability	6	2	2	-	4	4	-
Economic and Workforce Development	11	7	7	-	4	4	-
Emergency Management	4	3	3	-	1	1	-
Ethics	3	3	3	-	-	-	-
Finance	1	1	1	-	0	-	-
Fire	6	2	2	-	4	4	-
General Services	105	42	35	104	63	63	-
Housing	7	6	6	-	1	1	-
Information Technology Agency	2	-	-	-	2	2	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	22	12	8	7	10	9	1
Police	28	14	14	-	14	14	-
Public Works - Board	1	-	-	-	1	1	-
Public Works - Contract Administration	27	8	8	-	19	19	-
Public Works - Sanitation	6	2	2	-	4	4	-
Recreation and Parks	64	64	16	3,800	-	-	-
Zoo	8	5	-	35	3	3	-
Total	352	192	128	3,946	160	154	28

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.