

**REPORT FROM**

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

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Date: February 28, 2025

CAO File No. 0220-06198-0011

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 – JANUARY 2025**

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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 12th of these monthly reports, through the end of January 2025. Additional information regarding the PCH process and PCH Committee can be found within the February 2024 status report (C.F. 24-0275).

Through January 31, 2025, the CAO has received 3,557 submissions from departments for review by the PCH Committee. Since the inception of the PCH process, a total of 1,782 submissions have been approved, authorizing departments to hire 6,141 employees (1,840 full-time and 4,301 part-time). During the month of January 2025, 278 new requests were submitted. In January 2025, the PCH Committee approved 175 submissions, authorizing departments to hire 241 employees (231 full-time and 10 part-time).

Attachment 1 provides a breakdown of the PCH submissions by department from the implementation of the PCH process through January 31, 2025, along with their status. Attachment 2 provides a summary of the PCH Committee actions from the implementation of the PCH process through January 31, 2025. Attachment 3 details the incremental changes in the status of PCH submissions during the month of January 2025. Attachment 4 includes a summary of the PCH Committee's actions during the month of January 2025.

## **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:11250079*

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 January 31, 2025

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	1	8	5	6	1
Animal Services	103	11	2	52	36	2
Cannabis Regulation	26	-	8	13	3	2
City Administrative Officer	40	1	2	36	1	-
City Attorney	91	5	29	40	11	6
City Clerk	44	8	3	21	4	8
City Planning	90	2	34	39	9	6
City Tourism	1	-	-	1	-	-
Civil + Human Rights and Equity	11	2	-	4	5	-
Community Investment for Families	37	6	2	22	4	3
Controller	25	4	6	8	5	2
Cultural Affairs	79	10	10	34	16	9
Disability	13	1	1	7	4	-
Economic and Workforce Development	88	4	9	62	5	8
El Pueblo	6	-	-	6	-	-
Emergency Management	14	-	-	10	2	2
Ethics	8	-	-	8	-	-
Finance	12	-	2	7	-	3
Fire	149	-	-	64	62	23
General Services	412	53	32	199	117	11
Housing	329	95	9	187	7	31
Information Technology Agency	61	6	12	32	7	4
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	194	10	39	114	22	9
Police	220	-	90	115	14	1
Public Works - Board	17	-	1	10	4	2
Public Works - Contract Administration	45	1	1	20	23	-
Public Works - Engineering	228	61	48	95	7	17
Public Works - Sanitation	335	155	19	128	13	20
Public Works - Street Lighting	19	7	2	3	3	4
Public Works - Street Services	299	62	46	143	36	12
Recreation and Parks	231	24	17	171	8	11
Transportation	264	100	32	108	10	14
Youth Development	8	1	2	3	1	1
Zoo	36	10	7	15	3	1
<b>Total</b>	<b>3,557</b>	<b>640</b>	<b>473</b>	<b>1,782</b>	<b>449</b>	<b>213</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.

**Summary of PCH Committee Actions**  
Status as of January 31, 2025

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	11	5	5	-	6	2	27
Animal Services	88	52	50	122	36	36	-
Cannabis Regulation	16	13	13	-	3	3	-
City Administrative Officer	37	36	33	4	1	1	-
City Attorney	51	40	40	-	11	11	-
City Clerk	25	21	20	1	4	4	-
City Planning	48	39	39	-	9	9	-
City Tourism	1	1	1	-	-	-	-
Civil + Human Rights and Equity	9	4	2	4	5	5	-
Community Investment for Families	26	22	20	3	4	1	3
Controller	13	8	8	-	5	5	-
Cultural Affairs	50	34	17	60	16	15	1
Disability	11	7	6	2	4	4	-
Economic and Workforce Development	67	62	61	3	5	5	-
El Pueblo	6	6	3	8	-	-	-
Emergency Management	12	10	8	2	2	2	-
Ethics	8	8	8	-	-	-	-
Finance	7	7	8	-	-	-	-
Fire	126	64	84	24	62	62	-
General Services	316	199	158	152	117	115	2
Housing	194	187	185	12	7	7	-
Information Technology Agency	39	32	32	-	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	136	114	98	38	22	21	1
Police	129	115	113	2	14	14	-
Public Works - Board	14	10	10	-	4	4	-
Public Works - Contract Administration	43	20	20	-	23	23	-
Public Works - Engineering	102	95	92	26	7	7	-
Public Works - Sanitation	141	128	127	1	13	13	-
Public Works - Street Lighting	6	3	3	-	3	3	-
Public Works - Street Services	179	143	143	-	36	36	-
Recreation and Parks	179	171	313	3,800	8	10	-
Transportation	118	108	108	-	10	10	-
Youth Development	4	3	2	2	1	1	-
Zoo	18	15	10	35	3	3	-
<b>Total</b>	<b>2,231</b>	<b>1,782</b>	<b>1,840</b>	<b>4,301</b>	<b>449</b>	<b>440</b>	<b>34</b>
		<b>Total Positions</b>		<b>6,141</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.

**Change in Status from the Prior Month - Submissions for PCH Committee Review**

Change from December 31, 2024 to January 31, 2025

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	-	(6)	4	2	-	-
Animal Services	1	(16)	(7)	24	-	-
Cannabis Regulation	-	-	(1)	1	-	-
City Administrative Officer	1	(3)	(2)	6	-	-
City Attorney	1	(19)	5	15	-	-
City Clerk	6	5	-	1	-	-
City Planning	4	1	2	1	-	-
City Tourism	-	-	-	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-
Community Investment for Families	6	6	(6)	6	-	-
Controller	4	4	(1)	1	-	-
Cultural Affairs	8	8	-	-	-	-
Disability	1	1	-	-	-	-
Economic and Workforce Development	7	3	(6)	10	-	-
El Pueblo	-	-	-	-	-	-
Emergency Management	2	-	(1)	2	-	1
Ethics	-	-	-	-	-	-
Finance	1	-	1	-	-	-
Fire	1	(2)	(10)	13	-	-
General Services	50	35	5	10	-	-
Housing	64	36	7	17	-	4
Information Technology Agency	5	5	(1)	1	-	-
Neighborhood Empowerment	-	-	-	-	-	-
Personnel	12	1	2	8	-	1
Police	12	(15)	26	1	-	-
Public Works - Board	-	-	(1)	1	-	-
Public Works - Contract Administration	3	1	-	2	-	-
Public Works - Engineering	1	-	(7)	8	-	-
Public Works - Sanitation	37	31	(2)	8	-	-
Public Works - Street Lighting	-	(1)	1	-	-	-
Public Works - Street Services	13	13	(15)	15	-	-
Recreation and Parks	16	12	-	3	-	1
Transportation	16	(25)	21	19	-	1
Youth Development	-	(1)	1	-	-	-
Zoo	6	5	1	-	-	-
<b>Total</b>	<b>278</b>	<b>79</b>	<b>16</b>	<b>175</b>	<b>-</b>	<b>8</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**  
January 2025

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	2	-	-	-	-
Animal Services	24	24	24	-	-	-	-
Cannabis Regulation	1	1	1	-	-	-	-
City Administrative Officer	6	6	6	-	-	-	-
City Attorney	15	15	15	-	-	-	-
City Clerk	1	1	1	-	-	-	-
City Planning	1	1	1	-	-	-	-
City Tourism	-	-	-	-	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-	-
Community Investment for Families	6	6	6	-	-	-	-
Controller	1	1	1	-	-	-	-
Cultural Affairs	-	-	-	-	-	-	-
Disability	-	-	-	-	-	-	-
Economic and Workforce Development	10	10	10	-	-	-	-
El Pueblo	-	-	-	-	-	-	-
Emergency Management	2	2	2	-	-	-	-
Ethics	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-
Fire	13	13	10	7	-	-	-
General Services	10	10	10	-	-	-	-
Housing	17	17	17	-	-	-	-
Information Technology Agency	1	1	1	-	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-	-
Personnel	8	8	5	3	-	-	-
Police	1	1	1	-	-	-	-
Public Works - Board	1	1	1	-	-	-	-
Public Works - Contract Administration	2	2	2	-	-	-	-
Public Works - Engineering	8	8	8	-	-	-	-
Public Works - Sanitation	8	8	8	-	-	-	-
Public Works - Street Lighting	-	-	-	-	-	-	-
Public Works - Street Services	15	15	15	-	-	-	-
Recreation and Parks	3	3	65	-	-	-	-
Transportation	19	19	19	-	-	-	-
Youth Development	-	-	-	-	-	-	-
Zoo	-	-	-	-	-	-	-
<b>Total</b>	<b>175</b>	<b>175</b>	<b>231</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Total Positions</b>		<b>241</b>			
					<b>0</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.